

# News Update Newsletters for 2020

This document includes all the News Updates issued during 2019.

- Issues are listed with newest first (December to January)
- Point your mouse anywhere on the document, the menu will appear at the top
- Click the Bookmark icon to see each issue and click the link for a certain date
- Press the F3 key to bring up a Search box to locate articles by topic
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For assistance, please contact the Bureau of Elections 800-292-5973 or [electionselearning@michigan.gov](mailto:electionselearning@michigan.gov)



Michigan Bureau of Elections

# News Update

for Election Administrators

October 27, 2020



## EPB Automated Stress Test Simulation

On Wednesday, October 28 at 3:00 p.m BOE will be running an EPB Automated Stress Test Simulation to check the export and download times in preparation for the EPB download on Monday, November 2.

The automated stress test will be performed completely behind the scenes and does not require your involvement. It will simulate the August Election download process to record times during peak QVF activity times. If you need to download the EPB on Wednesday, you may download during this hour but you may receive a message that the file is already in the queue.

## QVF New Registrations and Moves



As with registrations by mail, when someone registers to vote through the driver's license Renewal by Mail (RBM) process prior to the 14<sup>th</sup> day before the election, the registration is timely. For timely registrations received after the 14<sup>th</sup> day, BOE is back dating the transaction date and inserting a new Inbox Action Type of "Registration Date Change". This new action type will be used when the registration date is backdated to ensure that voters can participate in the upcoming

In this issue:

- EPB Automated Stress Test Simulation
- Election Day Field Staff
- QVF New Registrations and Moves
- Ballot Shortage Contingency Plans
- Write-in Candidates



## Election Day Field Staff

As was done in other elections this year, Michigan Department of State staff will be traveling to locations across the state on Election Day to help monitor any issues that arise and provide support that local officials request. Any MDOS staff that visit polling places or clerk's offices will communicate any questions or concerns to the Precinct Chair and Clerk.

Additionally, as in previous presidential elections, international observers will be present in some polling locations. These observers should be granted the same access as poll watchers and will have a letter from the Bureau of Elections.

Clerks needing support on Election Day should contact the Bureau of Elections:

QVF Help Desk: 800-310-5697

	F001260	REGISTRATION CHARGE - FROM BUDGET TO FUND	BORGARNO	VACCINE TOLLAGE	80910	EDIT	NEW +
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CHANGE HISTORY ▼

TOGGLE FILTER HEADER

RESET FILTERS

10

10 OF 10 PAGE 1 OF 1

10

DISPLAYING 1 TO 2 OF 2 ITEMS.

DESCRIPTION	DATE	VOTER IDENTIFICATION	USER NAME
REGISTRATION DATE CHANGED TO 10-20-2020	10-20-2020 8:03 PM		BORGAREK1



Important points to remember for all write-in votes:



- Precinct inspectors must alert you **BEFORE** they run out to ensure the voting process is not interrupted.
- If any of your precincts are running low on ballots of any type, unused test ballots and/or Absent Voter ballots for the designated precinct(s) may be utilized and should be immediately provided.
- If additional ballots are still needed, immediately prepare and furnish photocopies of blank ballots.
- For those with Hart equipment, the VAT can be used to produce blank ballots.
- Any voter may use the VAT to vote (true for all vendors).
- Voters **MUST NOT** be turned away at the polls or told to come back later.

- A write-in vote cast for an individual who has not filed a Declaration of Intent does not count.
- The local Clerk is responsible for notifying election inspectors of all candidates that have filed a Declaration of Intent.
- Election inspectors must record write-in votes exactly as cast. Each name variation is recorded on a separate line.
- Tally marks must be used to record the tally of votes.

For full instruction on Write-In Candidates review [Chapter 4 of the Election Officials' Manual](#).

- Do NOT send voters to other precincts in the jurisdiction.

If you need to photocopy ballots, please use the following resources:

- [Ballot shortage instructions](#) cover the procedures for photocopying blank ballots and preparing for their use in the polling place.
- [Ballot hand counting and tallying instructions](#) are standardized instructions which may be used for any election. Two copies must be completed and signed by the election inspectors completing the tally process.

If you need further assistance on election night, please contact the Bureau using the contact information above. Additionally, if you must hand-tally ballots, please report to the Bureau when your inspectors have completed their canvass.

#### Helpful Links







Michigan Bureau of Elections

# News Update

for Election Administrators

October 16, 2020

## Open Carry of Firearms in the Polling Place



The Secretary of State has issued directions and guidance regarding firearms in the polling place. Specifically, the open carry of firearms is prohibited inside of and within 100 feet of polling places, as well as clerk's offices and absent voter counting boards on Election Day. To answer questions regarding firearms in the polling place, please review [Open Carry of Firearms at Polling Places](#) guidance on the Election Administrators page.

## AV Voters Who Wish to Surrender Their Ballot Before Election Day



This year, some voters who have been issued AV ballots later decide they prefer to vote in person at the polling place. As in past elections, voters may surrender their AV ballot at the polls on Election Day and vote in person. This year, with the increased volume of AV ballots, voters are increasingly requesting to surrender their AV ballot at the clerk's office prior to Election Day with the intent to vote in person at their polling location (rather than being issued a new AV ballot). While this procedure has never been prohibited (and the Qualified Voter File allows it),

In this issue:

- Open Carry of Firearms in the Polling Place
- Campaigning in Clerks' Offices During Absent Voter Ballot Issuance
- AV Voters Who Wish to Surrender Their Ballot Before Election Day
- Updated Election Day Issues and Safe Election Guidelines
- Campaign Materials in the Polling Place
- Voter Registration and Absent Voter Ballots for Voters without Photo ID
- Registration Within 14 Days of Election Day

## Campaigning in Clerks' Offices During Absent Voter Ballot Issuance

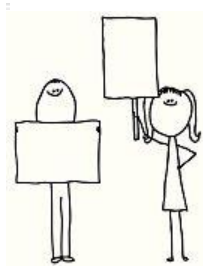


The Bureau has posted [guidance on the election administrators page](#) regarding campaigning in clerks' offices during the 40 days leading up to the election, along with recommended

voters have requested it only in rare instances prior to the current election.

If a voter who has been issued an AV ballot decides to vote at the polls, clerks should not spoil or reject the AV ballot. The voter's only pre-Election Day option in this instance is to surrender the ballot to the clerk. Voters wishing to surrender their ballot should write on the ballot envelope, "I am surrendering my ballot" and sign their name. This way you will have documentation of the voter's choice. Then you should mark the ballot as surrendered in QVF, which will allow the voter cast a ballot in the polling place. Surrendered ballots must not be re-issued. Clerks must mark records appropriately to keep pollbooks, AV lists, and voting history balanced.

[Chapter 6 of our Election Officials' Manual](#) has been updated to reflect this guidance.



## Campaign Materials in the Polling Place

The Michigan Election Law prohibits a person from posting, displaying, or distributing inside a polling place or any hallway used by voters to enter or exit a polling place, or within 100 feet of an entrance to a building in which a polling place is located, "any material that directly or indirectly makes reference to an election, a candidate, or a ballot question." This restriction applies to candidates and ballot proposals appearing on the ballot at the election, but it does not apply to official election materials that are required by law to be posted, displayed, or distributed in a polling place on Election Day. These prohibitions also apply inside clerks' offices and satellite offices at which voters may receive, complete, and return absent voter ballots.

The following activities are prohibited:

- Displaying "pro and con" information or "vote for/against" materials regarding the candidates or

signage. Inside clerks' offices, campaigning activities are prohibited in areas where individuals are voting. This includes restrictions on the same types of activities that are prohibited within 100 feet of a polling place door.



## Updated Election Day Issues and Safe Election Guidelines

We have updated our [Guidelines for Operating Safe and Accessible Polling Locations](#) to reflect current Michigan Department of Health and Human Services Emergency Orders. The resource is also available on the Election Administrators page. We have also updated [Chapter 11 - Election Day Issues](#) to reflect updated challenger guidance; reference to policies on firearms; and clarify that instances in which a voter may utilize an affidavit of lost or destroyed AV ballot include where the voter attempted to return the ballot to the clerk but was unable to do so because the ballot did not arrive or was rejected.

## Voter Registration and Absent Voter Ballots for Voters without Photo ID



Although voters with a Michigan Driver's license or

proposals that appear on the ballot. This does not include school gear that does not say “vote for/against.”

- Approaching voters to verbally encourage them to vote for or against any person or question on the ballot.
- Distributing any type of campaign literature or write-in stickers.
- Displaying campaign signs, posters, or bumper stickers.
- Collecting petition signatures.
- Requesting donations, selling tickets or engaging in similar activities.
- Clothing and accessories may not display common slogans that refer to a candidate, campaign, or political party or interest group on the current election’s ballot. This would include any known slogan of a candidate appearing on the ballot.
- Party insignia, mascots, or emblems can’t be visible on clothing or accessories.

Election inspectors should direct voters to remove campaign buttons or cover up clothing that refers to a candidate, campaign slogan, or political party or interest group as they enter the polling place.

\*Remember, if your polling place is located within a city or township hall or facility, ensure that the names and pictures of all officials on the current election’s ballot are removed or covered.

State ID are asked to provide this information when registering to vote or applying for an AV ballot in person, photo ID is not required to register or apply for an AV ballot. Clerks should ask voters applying to register to vote in person for photo ID, but voters without photo ID can sign the affidavit of voter not in possession of photo ID and still register. An individual completing a voter registration application should provide his or her Michigan driver’s license number or state ID number on the registration application, but a Michigan Driver’s License or State ID is not a requirement to register to vote. Note that voters registering within 14 days of an election do have to provide a residency verification document, as explained in the “Registration within 14 Days of Election Day” article.

Clerks should ask voters applying for an AV ballot in person for photo ID, but voters without photo ID can sign the affidavit of voter not in possession of photo ID and still be issued an AV ballot. If the AV ballot is issued over the counter (rather than mailed), it must be marked and processed as a challenged ballot. This differs from the procedure at polling places on Election Day, where voters who complete the affidavit of voter not in possession of photo ID vote a regular, non-challenged ballot.



**Registration  
within 14  
Days of  
Election Day**

Monday, October 19 is the deadline to register to vote online, by mail (must be postmarked by October 19) or through any method other than in person with the local clerk. Starting October 20 and continuing through Election Day, Secretary of State branch offices, agencies of the Department of Health and Human Services that provide voter registration services, and County clerk offices will provide customers who register with a notice informing the voter that he or she needs to take additional steps to vote in the upcoming election.

Any voter registered by mail with a registration form postmarked after October 19 also must be sent a notice. This notice is automatically generated in QVF but may also be generated by clicking on the Voter Notice button located on the Voter Registration screen. The notice prints in a format that can be folded and placed in a windowed envelope. While this notice always must be sent by mail, we strongly encourage clerks to use any phone number or email address provided to inform the voter of the additional steps needed to vote in the upcoming election. A [sample notice](#) can be viewed in the eLearning Center.

Starting October 20, voters must register in person with their local clerk and provide residency verification. A [short guide](#) to registration and ballot issuance within 14 days of Election Day is available in eLearning. When selecting "Clerk's Office" and "Other" as the Registration Location in QVF, the system will prompt you to select what type of Residency

Verification was provided. A receipt will be generated automatically in QVF or by clicking on the Voter Receipt button located on the Voter Registration screen. You must provide this receipt to the voter. A [sample receipt](#) can be viewed in the Learning Center.

NOTE: Registration forms for those who register in the 0-14 day time period and receive a challenged ballot because they provided residency verification other than a Michigan driver's license or personal ID must be retained for 6 years.

Remember that military and overseas civilians have additional options to register. Information for military and overseas voters is [available here](#). For additional information, see [Chapter 2 of the Election Officials' Manual](#).

#### Helpful Links



Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk email accounts. If other election administrators would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.



Michigan Bureau of Elections

# News Update

for Election Administrators

October 9, 2020 - Training Edition

## Election Official Accreditation is now online in the Elections eLearning Center



As clerks know, because of the ongoing pandemic in-person courses have been suspended. An Election Official [Accreditation Curriculum](#) has been created in the Elections eLearning Center to replace the previous two-day class. The new online accreditation has several new videos and replaces the temporary online accreditation resources that were previously available. This program fulfills requirements under Michigan Election Law for the clerk of a city or township to receive initial accreditation. While clerks are required by law to receive this training, we encourage all deputies and election assistants to complete the curriculum as well. Please keep in mind that this course is not required before you conduct your first election, but you should complete it as soon as you can. You may choose to access the information in this curriculum in any order that you feel is beneficial to your current needs.

As we shift more training online, you will be notified of any additions to the curriculum. After you receive the initial accreditation, any additional materials added that you complete will count towards your continuing education.



## Issuing AV Ballots

In this issue:

- Election Official Accreditation is now online in the Elections eLearning Center
- MigovBOE YouTube Page and Election Inspector Training Playlist  
\*UPDATED\* New Videos
- Issuing AV Ballots
- Returned AV Ballots - Be on the Lookout for MOVE and Accessible Ballots

### MigovBOE YouTube Page and Election Inspector Training Playlist \*UPDATED\* New Videos



The MigovBOE [YouTube page](#) and [Election Inspector Training Playlist](#) in the eLearning Center have been updated to include our new Processing Voters video and Closing the Polls video.

We know that clerks continue to be extremely busy receiving absent voter ballot applications and issuing absent voter ballots. To date, clerks have issued approximately 2.7 million absent voter ballots, which is already a state record. We know this has meant many long and weekend hours and we greatly appreciate the dedication and hard work clerks and their staff have committed to serving their voters. In addition to the Accreditation and other materials that are available online, we have created a [13-minute video](#) that goes over the basics of receiving AV applications and issuing AV ballots, along with a review on the QVF screens that will be used to do so. This makes a great refresher or supplemental training for new staff or those who are issuing AV ballots for the first time.

The video covers processing an AV application and issuing the ballot using QVF. From there, we know that many clerks have developed their own processes for reviewing ballots, inserting ballots and other necessary materials into AV envelopes, and quality control. Byron Township's system was recently featured in [an NBC News](#) segment and may be helpful for other jurisdictions!



### **Returned AV Ballots - Be on the Lookout for MOVE and Accessible Ballots**

As voters are beginning to return AV ballots in large numbers, clerks should remember to receive and record ballot envelopes daily. Also be sure to sort envelopes by precinct as they are received for easier processing before Election Day. If an envelope has a missing or mismatched signature, contact the voter as soon as possible including by phone and e-mail if available. In addition to regular AV return envelopes, clerks should be on the lookout for Military and Overseas (MOVE) Ballots, Federal Write-in Ballots (FWABs), and accessible ballots, which may arrive in plain envelopes. Look for envelopes that are signed or have "official ballot material" written on them and incorporate these into your daily intake procedures.

#### **Helpful Links**







Michigan Bureau of Elections

# News Update

for Election Administrators

October 8, 2020

## Update on Voter Registration Mailers: Expect Many New Registrations Soon



As announced in the September 8 News Update, the Department of State sent out approximately 700,000 voter registration mailers in the month of September. This effort, which is part of Michigan's participation in the multistate Electronic Registration Information Center (ERIC), is on track to result in more than 100,000 new voter registrations statewide. Many of these voters registered through online voter registration or by returning the mailed voter registration form to the Bureau of Elections.

Clerks may have already noticed an increase in new voter registrations as a result of these mailings, and they should expect to see a larger increase at the end of this week when eligible voters who are being registered to vote through the automatic voter registration mailer will begin being added to QVF. Eligible but unregistered citizens with a Michigan Driver's license or State ID card received this mailer if they had a Secretary of State ID transaction after Proposal 2018-3 went into effect but before it was implemented at branches. The exact number of new registrations will vary by jurisdiction, but a jurisdiction with 10,000 registered voters could expect to see approximately 100 new registrations as a result of this program. Because all of these new registrants have a Michigan Driver's License or State ID, their QVF records will be complete, but Voter Information Cards will have to be generated and sent to the voters.

### In this issue:

- Update on Voter Registration Mailers: Expect Many New Registrations Soon
- Reminder - Important Deadlines Approaching
- Time to Revisit Your Ballot Quantities
- PPE Update
- November Election Inspectors

### Reminder - Important Deadlines Approaching



There are several important deadlines approaching under the Michigan Election Law (both new provisions and existing provisions):

#### Sunday, October 11 (23 Days before Election Day):

- Last day for local and/or county clerks to agree to a combined absent voter counting board.

#### Tuesday, October 13 (21 Days before Election Day):





## Time to Revisit Your Ballot Quantities

As you know, we are expecting a record turnout for the November election, with a record number of AV ballots issued and received. Clerks are also seeing a high number of voters who have been issued an AV ballot who now wish to vote in person, which will result in spoiled or surrendered ballots.

We strongly suggest that you take stock of your ballots on hand, track statistics for your individual jurisdictions, compare your current AV trends and current AV ballot request totals to those from the 2016 November election and order more ballots now if it appears you will run low. Remember that you also need ballots available at the clerk's office (and satellite offices if applicable) for voters registering on Election Day who wish to vote AV in the clerk's office.



## November Election Inspectors

If you need or want additional recruits to serve as election inspectors in November, please fill out this [form for city and township clerks](#) and this [form for county clerks](#). Filling out the form signs you up to be sent election inspector recruits through the Department of State's [DemocracyMVP](#) initiative, which continues to recruit Michiganders interested in serving as election inspectors. DemocracyMVP will send interested recruits to clerks who want or need additional election inspectors for November.

If you have requested additional recruits, but no longer need further referrals because you have enough election inspectors, or if you have any questions or concerns about the initiative, please contact Sally Marsh at [MarshS3@Michigan.gov](mailto:MarshS3@Michigan.gov).

- Last day to appoint election inspectors, including polling place election inspectors, AV counting board election inspectors, and pre-processing election inspectors

Wednesday, October 14 (20 Days before Election Day):

- Last day to provide written notice and public notice that a local jurisdiction will be conducting AV pre-processing on the Monday before Election Day

Thursday, October 15 (19 Days before Election Day):

- Last day for Board of County Canvassers to approve absent voter ballot secrecy envelope containers to be used for pre-processing (note: already approved ballot containers may be used for this purpose).



## PPE Update

PPE has been shipped to all jurisdictions who have requested it.

If you have not requested PPE and would like to receive a shipment from us, please

email Colleen  
at [Garetyc@Michigan.gov](mailto:Garetyc@Michigan.gov) with  
your:

- Name
- Jurisdiction
- County
- Shipping address
- Contact phone  
number

It is important that you provide  
all information requested in  
your email.

#### Helpful Links



Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk email accounts. If other election administrators would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

It is recommended that you add [misos@govsubscriptions.michigan.gov](mailto:misos@govsubscriptions.michigan.gov) and [MISQS@public.govdelivery.com](mailto:MISQS@public.govdelivery.com) to your safe senders list.



Questions?  
[Contact Us](#)



Michigan Bureau of Elections

# News Update

for Election Administrators

October 6, 2020

This is the first of several News Updates that we will be sending this week. Please watch your email for additional editions.



## BOE Phone Numbers

As announced in January 2019, the Michigan Department of State, which includes the Bureau of Elections, switched to a new telephone service provider. This forced a few key phone numbers to change including the Election Liaison Section line, which connects clerks directly to an election specialist. Up until recently if a clerk called the former number, they were rerouted to the new number. Now that forwarding service has been ended. Please note that election specialists can be reached via 517-335-3237. Please refer to the Michigan Bureau of Elections [Contact Information Page](#) for more information.



## Legislative and Legal Updates to Election Manual and Additional Documents

Today Governor Whitmer signed S.B. 757, which makes a number of changes to the absent voter ballot process. Among these changes are:

In this issue:

- BOE Phone Numbers
- Legislative Updates to Election Manual and Additional Documents
- Important Deadlines Approaching
- QVF Software Release

## Important Deadlines Approaching



There are several important deadlines approaching under the Michigan Election Law (both new provisions and existing provisions):

### Sunday, October 11 (23 Days before Election Day):

- Last day for local and/or county clerks to agree to a combined absent voter counting board.

### Tuesday, October 13 (21 Days before Election Day):

- Last day to appoint election inspectors, including polling place election inspectors, AV counting board

- Ballot Drop Boxes that were not ordered by or installed by October 1, 2020, are subject to new statutory requirements
- Clerks must provide notice within 48 hours of processing absent voter ballot applications which have missing or mismatched signatures
- Cities or townships with a population of at least 25,000 can begin processing (but not tabulate) absent voter ballots on the Monday before Election Day
- The deadlines to spoil an absent voter ballot have been moved from 2 pm on Saturday to 5 pm on Friday before the election (to spoil by mail) and from 4pm on Monday to 10 am on Monday before the election (to spoil in person)
- There is now express statutory authorization for absent voter counting board election inspectors to work in shifts (individuals still may not leave the absent voter counting board before 8 pm on Election Day)

Additionally, as noted in prior News Updates, September 2020 court orders have altered the enforcement of some provisions of the election law. The Eastern District of Michigan blocked enforcement of Section 931(1)(f) of the Election Law, which prohibits paying wages or other payment to transport voters to the polls unless the person cannot walk. That means there is no prohibition on paying for transportation to the polls.

The State Court of Claims granted an injunction ruling that absent voter ballots postmarked by November 2 must be counted if they arrive within 14 days after Election Day. The Court also ruled that between October 30 and Election Day, voters can designate anyone of their choosing to return an absent voter ballot envelope for them; it does not need to be one of the specific individuals designated under Section 932(f) of the Election Law.

The Bureau of Elections has updated Chapters VI and VIII of the Election Manual along with the Boards of County Canvassers manual to provide guidance and updates on these changes from legislation and lawsuits, including:

- Preprocessing of AV ballots before Election Day

election inspectors,  
and pre-processing  
election inspectors

#### **Wednesday, October 14 (20 Days before Election Day):**

- Last day to provide written notice and public notice that a local jurisdiction will be conducting AV pre-processing on the Monday before Election Day

#### **Thursday, October 15 (19 Days before Election Day):**

- Last day for Board of County Canvassers to approve absent voter ballot secrecy envelope containers to be used for pre-processing (note: already approved ballot containers may be used for this purpose).



The QVF Software Release for October 2, 2020 is as follows:

**Inbox.** New Action Type of "Voter Had AV App at Old Address" is now introduced into the software to communicate to users when a voter issued an absentee voter application at their former address. Please issue a new absentee application to the voter you see this inbox message.

- Updated Ballot Drop Box Guidance
- Guidance on canvassing Postmark Ballots
- Guidance on notifying voters of missing signatures and voter options to cure signatures
- Updated deadlines to spoil ballots

Chapter VI also includes updates reflecting other changes that have occurred since the last update was made to the chapter in 2019. As noted previously, it is possible there will be more court proceedings in these cases. Please monitor the News Update for any changes or updates to procedures.

The updated documents can be found in the [eLearning Center](#) and on our [Election Administrator page](#).

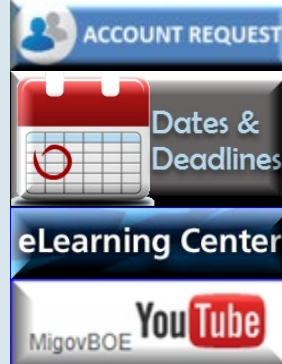
**Voter Search.** Changed the search message where no voter is found to state "The search yields no results. You may want to broaden your search."



## Street Index Requests

Street Index request changes have increased over the last several weeks. Street Index staff is diligently working to resolve the requests but do have a high volume of requests. Questions or concerns regarding this topic can be addressed to Nicholas Daum at [daumn1@michigan.gov](mailto:daumn1@michigan.gov). Staff will answer your questions as they are received but will also take the time necessary to resolve addressing issues. Thanks for your patience as we work through the requests as swiftly as we can.

## Helpful Links





Michigan Bureau of Elections

# News Update

for Election Administrators

September 28, 2020



## EPB Practice & Education Day

Electronic Pollbook (EPB) Practice Day is **Thursday, October 1!** Online courses will be available in the Elections eLearning Center. Staff will dedicate the day to answering your questions by email and phone as you practice and prepare your EPB for Election Day.

Our call volume increases tremendously the weekend before the election, so we are unable to provide extensive EPB instruction and training to users at that late date. For that reason, EPB Practice Day is especially important because it gives you the opportunity to have your questions addressed more thoroughly, point you toward instructional resources early, and have any needed discussions well ahead of the election. By preparing yourself extensively prior to Election Day, you can also help reduce call volume in the days before the Election and help the Bureau of Elections respond to clerk questions more quickly. **Early and thorough practice with the Electronic Pollbook is key to Election Day success.**

Activities for the EPB Practice day include:

- QVF EPB – What's New for November 2020
- Specific "EPB Export" videos that explain how to download files in Chrome or Internet Explorer in both multi-precinct and single-precinct scenarios.

In this issue:

- EPB Practice & Education Day
- Best Internet Browser Options for eLearning and QVF
- Options for Straight Ticket, Split Ticket, and Mixed Ticket Voting
- QVF Software Release

### Best Internet Browser Options for eLearning and QVF



We have received reports that some users only see a blank page when trying to open materials in eLearning while using Internet Explorer. For the best experience using **eLearning**, you should use either Chrome or Edge.

When using **QVF**, you should use either Chrome or Internet Explorer 11.



**QVF  
Software  
Release**

- Specific “EPB Tips” videos that show you how to solve common problems and questions on your own, such as:
  - What if I can’t install my EPB due to errors?
  - What if I try to back up my file but it can’t access the drive?
  - What if I can’t record my AV ballots because the button is “grayed out”?
  - Why won’t the EPB let me spoil an AV in the precinct?
  - Why can’t I upload history? We saved the backup all day!
  - ...and more!
- EPB Practice Scenarios
- **EPB Stress Test at 2:00 p.m.** – Practice downloading your EPB file. Participating in this activity helps us to monitor the performance to ensure we are prepared for the download process the Monday prior to the election. We have added computing power and server space to the EPB for November, but this test will help us make sure it’s enough. Please plan on participating.
- Lots of staff available to answer your EPB specific needs

To participate in the courses, simply log in to the eLearning Center on October 1<sup>st</sup> and select your preferred online course(s). **No course pre-registration is required** since there are no specifically scheduled webinars. Content will remain available on eLearning for those who cannot attend October 1<sup>st</sup>.

Thank you! We look forward to answering your questions on Thursday!

The QVF Software Release for September 28, 2020 is as follows:

**AV List.** The AV List now shows a stacked column for the UOCAVA/Status. The UOCAVA options are: None, Military, and Civilian. The status indicator shows any “canceled” or “rejected” voters still on the list, so that the user knows they need to reject their ballot.

**Clerk Contacts.** Added “**Additional Pre-Election Hours**” for users to enter any additional business hours that they will be open in support of the election. Hours are entered by date and will be reflected on MVIC.

#### Helpful Links







## Options for Straight Ticket, Split Ticket and Mixed Ticket Voting

Michigan is one of a few states that allow voters to vote “straight ticket” in a general election, which means voters may fill in one oval or box next to a party name to cast a vote for every candidate of that political party. Michigan also allows for voters to select the straight party option but then cast votes for individual candidates of a different party (“split ticket”). Because voters have different ballot marking options, it is critical to provide appropriate and accurate ballot marking instructions with all absent voter ballots and on all ballot secrecy sleeves in the polling place. In the November Election, voters have the following options:

*“Straight Ticket” Voting:* Voters may vote in the straight party race and select the party of their choosing - this will award votes up to the maximum allowed (and maximum candidates available) for each partisan race for the voter’s chosen party. The candidates receive “indirect votes” based on the voter’s single straight-party ballot selection. For example: Casting a vote for the Ice Cream Party in the straight party race will indirectly cast a vote for all candidates running under that party to the maximum allowed for each race in which the party is participating. If there are any races in which the Ice Cream Party is not participating, no votes will be cast in that race. If the voter wishes to vote in any non-partisan races and proposals, the voter must make selections in these races separately.

*“Split Ticket” Voting:* Voters may vote in the straight party race and select the party of their choosing, but then vote directly in an individual race (or multiple individual races) by directly voting for a candidate from a different party, voting for a candidate with no party affiliation, or casting a write-in vote. As with straight ticket voting, voting in the straight party race will indirectly cast a vote for all candidates running under that party to the maximum allowed for each race in which the party is participating, except where the voter overrides an indirect vote by a casting direct vote for a candidate of a different party, a candidate with no party affiliation, or a write-in vote. For example: If a voter casts a straight party vote for the Ice Cream Party but directly casts a vote for one individual candidate of the Pie Party, the straight party vote will indirectly cast a vote for all candidates running under the Ice Cream Party to the maximum allowed for each race in which the Ice Cream Party is participating, except for the one race in which the voter cast a vote for the Pie Party candidate. If there are any races in which the Ice Cream



Party is not participating, no votes will be cast in that race if no direct vote for another candidate is made. If the voter wishes to vote in any non-partisan races and proposals, the voter must make selections in these races separately.

*“Mixed Ticket” Voting:* Voters may decline to vote in the straight party race and directly select candidates of their choice from any party (or no party affiliation and write-ins) up to the maximum allowed for each race.

*Other Notes:* If a voter selects the “straight party” race but then votes for individual candidates of the same party, the vote for those individual candidates will still count, and will only count once. If a voter wishes to vote for a write-in candidate (whether or not they select the straight party option), the voter must fill out the oval for write-in candidate and write the name or it will be an invalid write-in and will not be counted.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk email accounts. If other election administrators would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

It is recommended that you add [misos@govsubscriptions.michigan.gov](mailto:misos@govsubscriptions.michigan.gov) and [MISOS@public.govdelivery.com](mailto:MISOS@public.govdelivery.com) to your safe senders list.



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Michigan Bureau of Elections

# News Update

for Election Administrators

September 25, 2020



## EO 2020-183 and Poll Worker Training

The Governor signed [Executive Order 2020-183, Safe Start](#) this afternoon. While it does not directly address election inspector training, this new EO allows more flexibility in the number of election inspectors that may be trained at one time. In a non-residential venue and up to 500 people, section 6(a)(2) allows for up to 20 people per 1,000 square feet of space, including no more than 20 people per 1,000 square feet in each room (or 25 people in Regions 6 and 8).



## Processing AV Ballots Postmarked by November 2 and Received by November 17

As noted in the September 18 News Update, on September 18, 2020, the State Court of Claims ruled that absent voter ballots postmarked by Monday before the Election (November 2) must be accepted if they are received by the 14<sup>th</sup> day after the election (November 17). The Bureau of Elections has released guidance on how late arriving ballots will change local clerk, county clerk, and county canvasser responsibilities, as well as programming changes that are being developed to

In this issue:

- EO 2020-183 and Poll Worker Training
- PPE Update
- Processing AV Ballots Postmarked by November 2 and Received by November 17

### PPE Update



PPE has started shipping this week to those jurisdictions who requested it through the PPE Survey. Shipments will continue over the next week. You should get approximately the following per precinct:

- 50 masks
- 100 gloves
- 5 face shields
- Hand sanitizer

If you did not fill out the PPE survey and would like to receive a shipment from us, please email Colleen at [Garetyc@Michigan.gov](mailto:Garetyc@Michigan.gov) with your:

account for these changes. The guidance is available on eLearning.

- Name
- Jurisdiction
- County
- Shipping address
- Contact phone number

#### Helpful Links



The release includes the following:

- If a voter has returned an absent voter ballot and has completed an intermediate or long move (to a different city/township, or to a different precinct or different district within the precinct) by the 15-day deadline for registering in any way other than in person with the clerk, the ballot will automatically be rejected with the message of **Voter Ballot is Rejected – #0000001 (or corresponding ballot number)**. The rejected reason will be "Voter moved and is eligible to vote in new jurisdiction." The voter will have to vote in their new jurisdiction. Voters who have returned an AV ballot and register in days 0-14 have the option to have their AV ballot count in the old jurisdiction and have their new registration effective after Election Day.
- **AV Details and AV Scan.** Amber warning message appears for voters who have an absent voter ballot application received in and then perform a short move (same precinct and same district within the precinct), to alert the clerk that the voter address changed and the clerk should review the address to which the ballot will be sent. The message reads "**The voter address may have changed since the av app was returned.**"

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk email accounts. If other election administrators would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

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Michigan Bureau of Elections

# News Update

for Election Administrators

September 24, 2020



## Accessible Electronic Absent Voter Ballot

Issuance of electronic accessible absent voter ballots, which began on September 18, was temporarily paused while the State was working with Democracy Live to identify a programming issue that was causing some ballots to appear with incorrect information on some races. The issue has been corrected and ballot issuance is resuming this afternoon. Clerks in larger jurisdictions can expect to receive 10 or more ballot links as ballot issuance resumes. Each ballot will come in a separate email with instructions for reviewing and issuing the ballot. As is the case when voters have requested paper AV ballots but the paper ballots have just arrived at the clerk's office, clerks should issue ballots as soon as possible in the order received.



## Combined Absent Voter Counting Board Guidance and Model Agreement/Staffing AVCBs in Shifts

The Bureau of Elections has released updated guidance on absent voter counting boards (AVCB), including guidance on the use of shifts and

In this issue:

- Accessible Electronic Absent Voter Ballot
- Reminder - Notice of Registration and Saturday/Sunday Hours Due Oct. 5
- Combined Absent Voter Counting Board Guidance and Model Agreement/Staffing AVCBs in Shifts
- Election Inspector Appointments
- Availability of Absent Voter Ballots and "Early Voting"
- Updated Challenger Guidance

## REMINDER - Notice of Registration and Saturday/Sunday Hours Due Oct. 5



Oct. 5 is the deadline to report the hours the clerk's office will be open for absentee voting the Saturday and/or Sunday prior to the November election in QVF. Clerks must maintain a minimum of eight hours in some combination over those two days. The time may be split between Saturday and Sunday or all conducted on one day. Clerks should also enter their drop box locations in QVF at this time. For instructions on how to enter this information please see the QVF Manual [Chapter 11 - Clerk Contacts](#).

procedures for cities or townships who enter into agreements with each other or with the county to operate a combined AVCB. A [Combined Absent Voter Counting Board Model Agreement](#) has been posted in eLearning for counties and local jurisdictions who will be using a combined AVCB. Additionally, [Chapter 8 - Absent Voter Counting Boards](#) of the Election Officials' Manual has been updated. If S.B. 757 or other legislation affecting absent voter counting boards is enacted, the Bureau will release updated guidance.



## Availability of Absent Voter Ballots and "Early Voting"

Under the Michigan Constitution, voters have a right to request an absent voter ballot during the 40 days before an election either in-person or through the mail. However, we understand that there have been delays in printing in many areas due to many different factors, including litigation and last-minute changes. We understand that you are working long hours and through weekends to meet your obligations to your voters. Michigan clerks do an exceptional job!

If you do not have ballots to issue to voters who appear in-person, please post a notice on your door and on your website when your ballots will be available.

We are also aware that you have received letters or emails from groups interested in ensuring voters' constitutional right to a ballot beginning on the 40<sup>th</sup> day before the election. Visitors from these groups should be allowed in the public area of your building or office, and they should comply with all COVID-related policies and procedures in place for the general public in your building. You are welcome to show them your processes if you would like, but you are not required to let them into parts of your office where the general public does not have access.

We have received many questions regarding the use of "Early Voting" in Michigan. When used in Michigan, this refers to the process of applying for,

Oct. 5 is also the deadline to post the Notice of Registration for the Nov. 3 election. A sample [Notice of Registration](#) is in the eLearning Center.



## Election Inspector Appointments

Election inspectors must be appointed by your Election Commission no later than October 13, 2020. Remember Election Commission meetings are subject to the Open Meetings Act and formal action must be taken to appoint election inspectors (including receiving board inspectors and AVCB inspectors). In addition, all election inspectors must have an application on file with the clerk. For more information, review [Chapter 13 - Appointing and Training Election Inspectors](#) of the Election Officials' Manual.

If you need or want additional recruits to serve as election inspectors in November, please fill out this [form for city and township clerks](#) and this [form for county clerks](#). Filling out the form signs you up to participate in the Department of State's [DemocracyMVP](#) initiative, which continues to recruit Michiganders interested in serving as election inspectors. DemocracyMVP will send interested people to clerks who want or need additional election inspectors for November. For any questions or concerns about the initiative, please contact Colleen Garety at [GaretyC@Michigan.gov](mailto:GaretyC@Michigan.gov) or Sally Marsh at [MarshS3@Michigan.gov](mailto:MarshS3@Michigan.gov).

voting, and returning an absent voter ballot in person at the clerk's office (voters may also choose to apply for the ballot but return it separately, through the mail or a drop box). Voters may also use a Voter Assist Terminal to complete a ballot which will be placed in an AV envelope. With voters being encouraged to make a plan for voting this year and to take advantage of the opportunity to request an AV ballot in person, you will likely see more voters appearing in person to do so. However, the process of receiving and returning a ballot before election day has not changed; it is still done using an AV ballot that is returned to the clerk but not tabulated until election day. Procedures for the November election have not changed. Early voting in Michigan means receiving an absent voter ballot either in-person or through the mail and returning that ballot to the clerk either in-person, in a drop box, or through the mail.



## Updated Challenger Guidance

An updated version of our [Appointment, Rights and Duties of Election Challengers and Poll Watchers guide](#) is posted in eLearning. Updates for the November 2020 election include the requirement for challengers and poll watchers to wear face coverings over their nose and mouth and more specific guidance regarding the bases for challenges and standards of conduct.

## Helpful Links



The release includes the following:

- If a voter has returned an absent voter ballot and has completed an intermediate or long move (to a different city/township, or to a different precinct or different district within the precinct) by the 15-day deadline for registering in any way other than in person with the clerk, the ballot will automatically be rejected with the message of **Voter Ballot is Rejected – #0000001 (or corresponding ballot number)**. The rejected reason will be "Voter moved and is eligible to vote in new jurisdiction." The voter will have to vote in their new jurisdiction. Voters who have returned an AV ballot and register in days 0-14 have the option to have their AV ballot count in the old jurisdiction and have their new registration effective after Election Day.
- **AV Details and AV Scan.** Amber warning message appears for voters who have an absent voter ballot application received in and then perform a short move (same precinct and same district within the precinct), to alert the clerk that the voter address changed and the clerk should review the address to which the ballot will be sent. The message reads "**The voter address may have changed since the av app was returned.**"

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).



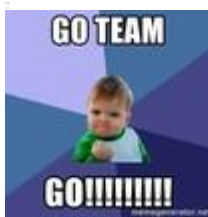


Michigan Bureau of Elections

# News Update

for Election Administrators

September 22, 2020



## MOVE Ballots

As you are aware, this past Saturday was the MOVE deadline. As a result of your hard work and dedication, staying late, and working on Saturday, you issued a total of 17,139 ballots to military and overseas voters. Currently, there are 17,280 requests that were submitted by the deadline; this equals out to a 99.2% compliance rate. This is more than double the total number of ballots that were issued for the August primary. Your work and efforts are greatly appreciated, and you and your staff should be commended for this success.



## Happy National Voter Registration Day

Today, Tuesday, September 22, is National Voter Registration Day. Please continue your efforts to encourage residents in your community to register to vote, update their voter registration, or verify

### IN THIS ISSUE

- MOVE Ballots
- Voters with AV Applications who Move (Related to Today's Software Release)
- Happy National Voter Registration Day
- Accessible Electronic Absent Voter Ballot Applications and Ballots
- Notice of Registration and Saturday/Sunday Hours Due Oct.5
- QVF Software Release for September 22, 2020
- Absent Voter Ballot Availability Starting September 24
- Voters Who Return an AV Ballot and Then Register Elsewhere
- Additional Center for Tech and Civic Life Grant Funding Still Available - Apply by October 1!
- AV Ballot Tips from the QVF Help Desk
- Utilizing AV List Versions for November 2020

### Voters with AV Applications who Move (Related to Today's Software Release)



Some voters will move and update their voter registration between requesting an AV ballot and the ballot being mailed to the voter. A voter may have completed a dual application and moved between elections or moved during the 75-day application period

that their registrations are up to date by visiting [Michigan.gov/Vote](https://Michigan.gov/Vote).



## **Accessible Electronic Absent Voter Applications and Ballots**

For the November election (and future elections), voters with print disabilities apply for and complete electronic accessible absent voter ballots through the Democracy Live OmniBallot program, which is available at [Michigan.gov/Vote](https://Michigan.gov/Vote). When voters complete the application for an accessible ballot, the Bureau verifies the information provided matches the voter's QVF information and the application is added to the voter's QVF record. The Bureau then generates a link for the clerk and a link for the voter for the voter's accessible ballot on the Democracy Live OmniBallot platform and emails the links to the clerk from the [MDOS-Accessible@michigan.gov](mailto:MDOS-Accessible@michigan.gov) email. Emails started going out on Friday, and are continuing go out this week. This is different from the August process, in which the ballot generated out of QVF and emailed to the voter.

When the clerk receives the links, the clerk should click on the clerk link for the ballot (do not click on the voter link) to verify it is the correct ballot for the voter, e-mail the link to the voter, and mark the voter as having been sent an accessible ballot and record the ballot number prefaced with an "A". If a voter has also requested a regular AV ballot, the clerk should attempt to contact the voter and verify whether the voter wants a regular AV ballot or an accessible ballot. Clerks should not ask whether voters have a disability; they should only ask which ballot the voter wants. If the clerk is unable to reach the voter, the ballot corresponding to the more recent request date should be sent. If a clerk has already sent a regular AV ballot to the voter and needs to send an accessible ballot instead (or the opposite), QVF requires the previous ballot to be spoiled to ensure the voter can vote only one ballot.

After the voter receives his or her accessible ballot, the voter can complete the ballot electronically and then print the ballot, place it in

before the November election. The steps you should take depend on the situation.

### Move within precinct or district within a precinct (short move)

Clerks should review the QVF records of voters who have made a "short move" or moved within a precinct or a district within a precinct (meaning they have the same ballot style) when issuing the voter a ballot. When a voter changes his or her registration address within a ballot style after requesting an AV ballot, the registration address will change for the voter in QVF. Clerks get an Inbox notification indicating a "short" move when this occurs. When clerks use AV Scan to issue an AV ballot to the voter, clerks should review record to determine to which address the ballot should be sent. If the voter previously requested the ballot be sent to the voter's prior *registration* address within the precinct, QVF will maintain the prior registration address from the application as an "alternate" address for the voter and the ballot will be sent that alternate address unless the clerk updates the record.

As explained in today's software release notes, the AV Scan has been updated to include an amber warning message when an AV ballot is issued to a voter who has completed a short move. This will assist the clerk in determining where the ballot should be sent. If a voter has a current mailing address on record, the ballot should be sent to that address rather than the registration address. If a voter specified on the application an alternate address different from the voter's mailing address or registration address to have the AV ballot mailed (which cannot be in the city or township of registration), the ballot should be mailed to that alternate address.

### Move to different ballot style within the city or township

When a voter changes his or her registration within a city or township but to a precinct or to a different district within a precinct (meaning a different ballot style) after requesting an AV ballot, the registration address will



an envelope, sign the back of the envelope, and return it to the clerk. Ballots cannot be returned electronically.



## Notice of Registration and Saturday/Sunday Hours Due Oct. 5!

Oct. 5 is the deadline to report the hours the clerk's office will be open for absentee voting the Saturday and/or Sunday prior to the November election in QVF. Clerks must maintain a minimum of eight hours in some combination over those two days. The time may be split between Saturday and Sunday or all conducted on one day. Clerks should also enter their drop box locations in QVF at this time. For instructions on how to enter this information please see the QVF Manual [Chapter 11 - Clerk Contacts](#).

Oct. 5 is also the deadline to post the Notice of Registration for the Nov. 3 election. A sample [Notice of Registration](#) is in the eLearning Center.



## QVF Software Release for September 22, 2020

The release includes the following:

- If a voter has returned an absent voter [ballot](#) and has completed an intermediate or long move (to a different city/township, or to a different precinct or different district within the precinct) by the 15-day deadline for registering in any way other than in person with the clerk, the ballot will automatically be rejected with the message of **Voter Ballot is Rejected – #0000001 (or corresponding ballot number)**. The rejected reason will be "Voter moved and is eligible to vote in new

change for the voter in QVF. Clerks will get an Inbox notification indicating "Intermediate" move when this occurs. If a clerk is using AV Scan, if a voter previously requested the ballot be sent to the voter's prior *registration* address within the city, QVF will not allow the clerk to issue the ballot to the voter at the old registration address. Using the voter's new registration address, the clerk can update the voter's AV information in AV Scan and send the ballot to the new registration address. As with short moves, the ballot should be sent to the voter's mailing address or alternate address if the voter has provided those addresses.

[Move to different precinct city or township in Michigan](#)

If a voter has applied for AV ballot and then moves and re-registers in another city or township in Michigan, the voter will need to re-apply for an AV ballot in the new jurisdiction. If a clerk receives a "Moved in" Inbox notification for a voter, the clerk should contact the voter and advise the voter of the need to reapply in the new jurisdiction. If the voter is on the permanent absent voter ballot application list, the clerk should send an AV application. For clerks who receive a "moved from" inbox notification for a voter with a pending AV application (that is, a voter applied for an AV ballot in that clerk's jurisdiction, but moved away to a new city or township in Michigan), it is also a best practice to notify the new city or township.

The Cancelled/Rejected/Moved Out report will provide details on voters who moved out of your jurisdiction and were issued a ballot. The Inbox List Report can provide details about voters who have applied for an AV ballot and have moved from, to, or within your jurisdiction. If the voter has already requested or returned a [ballot](#), different rules apply. See today's software release on the inbox notification for voters who have returned a ballot and then updated their voter registration.

jurisdiction.” The voter will have to vote in their new jurisdiction. Voters who have returned an AV ballot and register in days 0-14 have the option to have their AV ballot count in the old jurisdiction and have their new registration effective after Election Day.

- **AV Details and AV Scan.** Amber warning message appears for voters who have an absent voter ballot application received in and then perform a short move (same precinct and same district within the precinct), to alert the clerk that the voter address changed and the clerk should review the address to which the ballot will be sent. The message reads “**The voter address may have changed since the av app was returned.**”



### **Voters who Return an AV Ballot, Then Register Elsewhere**

After a software release and server process update on September 22, 2020, QVF will automatically reject absent voter ballots from voters who have updated their voter registration reflecting a long move (from one city/township to another) or intermediate move (within the city or township, from one precinct or district within the city/township to another) by the 15-day deadline for registering in any method other than in person with the clerk. Such voters automatically become eligible to vote in their new city or township as soon as they update their voter registration. Previously, clerks received inbox notifications of such moves with outstanding AV applications/ballots, and the moves showed on the Cancelled/Rejected/Moved Out Report. **If you have voters who have moved and registered in a new jurisdiction prior to this change (9/22/2020),** you will need to mark their ballots rejected in AV Details. These ballots will still



### **Absent Voter Ballot Availability Starting September 24**

Election clerks and staff have been working extremely hard as they receive a high volume of AV ballot requests and make other preparations for the November Election. As clerks are aware, the next critical deadline is Thursday, September 24, the 40<sup>th</sup> Day before the November 3, 2020 Election. Under the Michigan Constitution, starting on September 24 voters have the right to apply for and be issued absent voter ballots in person, and voters who have applied for an absent voter ballot prior to September 24 have the right to be sent the ballot.

As noted previously, with clerks having received an unprecedented number of AV ballot applications, and with some ballots arriving from print vendors shortly before (or in some cases after) September 24, In some cases it will be practically impossible for clerks to issue all ballots on September 24. Clerks should use the following procedures to ensure as many ballots as possible can be issued starting September 24.

#### In-Person AV Ballot Issuance

If clerks have received AV ballots, they must be available for in-person issuance starting September 24 even if ballots have not been mailed out, and even if testing has not been completed. Although the Bureau advises that preliminary testing should be complete before the bulk of ballots are mailed out, it is not necessary to conduct testing before every single ballot is issued. In the unlikely event that a ballot issued before preliminary testing cannot be tabulated on election day, that ballot can always be duplicated onto another ballot and tabulated.

Clerks should expect voters to appear in person to apply for AV ballots on September 24. Given the record number of AV applications that have already been submitted, some voters may appear to apply for an absent voter ballot in person who have already applied for an AV ballot by

display on the Cancelled/Rejected/Moved Out Report, and the AV Rejected Report details rejection reasons.

As explained further in the software update release notes for today, if a voter is listed with an AV application received and registers a short move (within the same jurisdiction, same precinct, and same districts within the precinct), the clerk will see an amber colored warning in AV Scan and AV Details while sending their ballot to alert you that their address may have changed and that their Ballot Address may need to be updated to send the ballot elsewhere:



If the voter moved to a different city/township or to a different precinct or district within the precinct, QVF will require you to update the address before issuing a ballot because the voter will be getting a different ballot style.

## AV Ballot Tips from the QVF Help Desk

As you issue ballots, review the 8/31/20 [News Update](#) for tips on Profile Preferences, Ballot Style Aliases, Daily AV Reports, and more. See also [QVF Manual Chapter 6](#) on Absentee Voting.

- Ballot number auto-increment and lockout settings are set in your Profile Preferences/AV Preferences.
- Please remember QVF automatically generates your ballot labels as you record sending the ballots. It will print now (to a Dymo printer) or print later (from Reports>Print Queue onto sheets of labels) depending on your Profile Preferences. Your preferences also specify 2 across or 3 across label size, whether precinct or ballot style prints on the label, and whether the ballot number is printed. Labels generated via other

mail. In this instance, clerks should notify the voter that the clerk has already issued an AV ballot to the voter by mail and inform the voter that the ballot is on its way. If the voter insists on applying for an AV ballot in person, the voter must make a signed, written request to spoil the mailed AV ballot to receive a replacement ballot in person. Although voters have this right, many voters may choose to wait for their initial ballot to arrive after the process is explained.

Additionally, if there are any changes to business hours or different procedures for how members of the public may enter the clerk's office, this information should also be posted publicly. For example, if the clerk's office has adjusted hours because of COVID-19, or if the clerk's office is located in a city or township building that is closed to the general public but open for voters who are visiting to register to vote or apply for an AV ballot, information about how voters may access the clerk's office should be posted on the clerk's website and readily, available. If the building is locked information about how voters may access the building should be posted by the door.

### [Post Ballot-Issuing Timeline Updates](#)

If it is not possible for clerks to issue ballots on September 24 (for example, because ballots have not arrived), clerks should publicly post this information, including when ballots will be available. For example, a jurisdiction that has not received ballots could post the following information:

"\_\_\_ Township has not yet received ballots from our ballot printer. The ballots are expected to arrive on Friday, September 25. Ballots will be available for in-person AV applications starting [insert applicable date; Friday, September 25/Monday, September 28] and will begin being mailed on [insert applicable date; e.g. Monday, September 28]. Voters who have applied for an AV ballot can see when their ballot is sent by going to [Michigan.gov/Vote](#)."

### [Issuing AVs by Mail](#)

methods are missing out on information available from QVF's AV ballot labels.

## Utilizing AV List Versions for November 2020

The AV List is a relatively comprehensive list of AV Ballots which is important for use on Election Day or for detailed review of activity in a precinct. This article introduces new features and shows sample reports to identify where you may be out of balance, how to balance through each day, and how to run the AV List as you would for Election Day (both on Monday night and for Election day ballot deliveries to precincts).

New features have been added to assist you.

- A new default setting to **Only Show Eligible Voters** helps you focus your efforts on ballots that can be counted on Election Day. You can change that selection to see more information here, and other reports provide additional details on voters' situations (such as the Cancelled/Rejected/Moved Out report and the AV Rejected Report).

Clerks should issue absent voter ballots in the order applications were received. Even if it is not possible to issue all ballots on September 24, clerks should begin issuing ballots on that date if it is possible to do so. As with in-person AV ballots, clerks can and should begin sending out the first ballots even if preliminary testing has not been completed. Ballots can and should be sent out in batches but should go out daily.



### Additional Center for Tech and Civic Life Grant Funding Still Available

Center for Tech and Civic Life about grant funding remains available for election officials in Michigan. Jurisdictions can learn more about applying on the CTCL website: <https://www.techandciviclelife.org/grants/>

Be sure to check out the [grant FAQs](#) for important information. If you have additional questions about the COVID-19 Response Grant program, please email [help@techandciviclelife.org](mailto:help@techandciviclelife.org).

### Helpful Links



**\*ONLY SHOW ELIGIBLE VOTERS**

YES ▼

YES

NO

- To help you ensure ballots have been sent to all qualified voters who have requested them, the **App Sent/Received** dropdown lets you review voters with apps received, apps sent and/or received, or apps sent but not received.
- To help you ensure ballots have been sent to all qualified voters who have requested them, a yes selection in **Out of Balance** (apps received/no ballot sent) returns a report of those apps received where no ballot has been sent.

**\*ONLY SHOW ELIGIBLE VOTERS**

YES ▼

**\*APP SENT/RECEIVED**

APP RECEIVED ▼

**\*OUT OF BALANCE (APPS RECEIVED/NO BALLOT SENT)**

NO ▼

NO

YES

**\*APP SENT/RECEIVED**

APP RECEIVED ▼

APP RECEIVED

APP SENT AND RECEIVED

APP SENT BUT NOT RECEIVED

CONFIRM CANCEL

For more details on other QVF reports, see [QVF Manual Chapter 7](#) in QVF under Help, QVF Reference Manuals.

**AV List: App Sent/Received and AV List: Out of Balance:**

1. Region type: JURISDICTION (autofill from Profile Preferences)
2. Region: pick your jurisdiction from the drop list (autofill from Profile Preferences)
3. Election date: 11/03/2020 – STATE GENERAL (autofill from Profile Preferences)
4. Precinct type: COMBINED or PRECINCT, or even BALLOT STYLE if precincts have splits
5. Precincts involved in election: highlight individual precincts, highlight multiple using the shift key, select the blue ALL to select all or click None to clear all selections.
6. Residency verification: ALL
7. Show only ID confirmed: NO
8. Exclude rejected ballot: NO
9. Returned ballot first: NO
10. Show ballots returned only: NO
11. Show ballots returned after: leave blank for this report.
12. Sort by: (your local preference for combined/precinct/ballot style and name or ballot number)
13. **App Sent/Received: APP RECEIVED**
14. Only Show Eligible Voters: YES
15. **Out of Balance: YES**
16. Report format: PDF

Click CONTINUE and your report will open in a separate browser window for printing.

**AV LIST**

1. \*REGION TYPE: JURISDICTION

2. \*ELECTION DATE: 11/03/2020 - STATE GENERAL

3. \*PRECINCTS: 01001, 01002, 01003, 01004, 01005, 01006, 01007, 01008, 01009. Selected Count = 45

4. \*EXCLUDE REJECTED BALLOT: NO

5. SHOW REJECTED BALLOTS AFTER: [Date Picker]

6. \*ONLY SHOW ELIGIBLE VOTERS: YES

7. \*REGION: LANSING CITY (46000)

8. \*PRECINCT TYPE: COMBINED

9. RESIDENCY VERIFICATION: ALL

10. \*SHOW ONLY ID UNCONFIRMED: NO

11. \*RETURNED BALLOT FIRST: NO

12. \*SHOW BALLOTS RETURNED ONLY: NO

13. \*SHOW BALLOTS RETURNED AFTER: [Date Picker]

14. \*SORT BY: BY COMBINED AND LAST NAME

15. \*APP SENT/RECEIVED: APP RECEIVED

16. \*OUT OF BALANCE (APPS RECEIVED NO BALLOT SENT): YES

17. \*REPORT FORMAT: PDF

18. CONTINUE CANCEL

**AV LIST FOR LANSING CITY (46000)**  
2020 - STATE GENERAL

COMBINED PRECINCT	01001	01002	01003	01004	01005	01006	01007	01008	01009
Voter ID	01001001	01001002	01001003	01001004	01001005	01001006	01001007	01001008	01001009
Ballot ID	01001001	01001002	01001003	01001004	01001005	01001006	01001007	01001008	01001009
Specified if Voter Name									
Marked as Address									
USC STA	NON-USC STA	NON-USC STA	NON-USC STA	NON-USC STA	NON-USC STA	NON-USC STA	NON-USC STA	NON-USC STA	NON-USC STA
App Received	01/03/2020	01/03/2020	01/03/2020	01/03/2020	01/03/2020	01/03/2020	01/03/2020	01/03/2020	01/03/2020
Ballot Type									
Ballot Returned									
Registered									
Ballot Type									
App Received									
Ballot Returned									
Registered									

AV List for daily balancing of the day's returned ballots:

1. Region type: JURISDICTION (autofill from Profile Preferences)
2. Region: pick your jurisdiction from the drop list (autofill from Profile Preferences)
3. Election date: 11/03/2020 – STATE GENERAL (autofill from Profile Preferences)
4. Precinct type: COMBINED or PRECINCT, or even BALLOT STYLE if precincts have splits
5. Precincts (or ballot styles) involved in election: highlight individual precincts, highlight multiple using the shift key, select the blue ALL to select all or click None to clear all selections. During times of heavy traffic, try printing one or a few precincts rather than a large quantity at once.
6. Residency verification: ALL

7. Show only ID confirmed: NO
8. Exclude rejected ballot: YES
9. Returned ballot first: YES
10. **Show ballots returned only: YES**
11. **Show ballots returned after: desired date and time**, probably date and time of opening office that day
  1. Click on calendar to select date
  2. Click on clock to select
12. Sort by: (your local preference for combined/precinct/ballot style and name or ballot number)
13. App Sent/Received: APP RECEIVED
14. Only Show Eligible Voters: YES
15. Out of Balance: NO
16. Report format: PDF
17. Click CONTINUE and your report will open in a separate browser window for printing.



12 : 00 AM

**\*PRECINCT TYPE**

September 2020

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

**a** **b**

**AV LIST**

**\*REGION TYPE**

1 JURISDICTION

**\*ELECTION DATE**

3 2020 - STATE GENERAL

**\*PRECINCTS**

5 01001  
01002  
01003  
01004  
01005  
01006  
01007  
01008  
01009

**AB None**

☐ JURIS

Selected Count =45

**\*EXCLUDE REJECTED BALLOT**

8 YES

**\*REGION**

2 LANSING CITY (46000)

**\*PRECINCT TYPE**

4 PRECINCT

**\*RESIDENCY VERIFICATION**

6 ALL  
DUPLICATE CONFIRMED RESIDENCY  
ID/AFFIDAVIT + OTHER RESIDENCY CONFIRM  
NONE

**\*SHOW ONLY ID UNCONFIRMED**

7 NO

**\*RETURNED BALLOT FIRST**

9 YES

**\*SHOW BALLOTS RETURNED ONLY**

10 YES

**\*SHOW BALLOTS RETURNED AFTER**

11

**SORT BY**

12 BY PRECINCT AND LAST NAME

**\*APP SENT/RECEIVED**

13 APP RECEIVED

**\*OUT OF BALANCE (APPS RECEIVED/NO BALLOT SENT)**

15 NO

**\*REPORT FORMAT**

16 PDF

17 **CONTINUE** **CANCEL**

AV List for Election Day:

1. Region type: JURISDICTION (autofill from Profile Preferences)
2. Region: pick your jurisdiction from the drop list (autofill from Profile Preferences)
3. Election date: 11/03/2020 – STATE GENERAL (autofill from Profile Preferences)
4. Precinct type: COMBINED or PRECINCT (either is fine this time)
5. Precincts involved in election: highlight individual precincts, highlight multiple using the shift key, select the blue ALL to select all or click None to clear all selections. During times of heavy traffic, try printing one or a few precincts rather than a large quantity at once.
6. Residency verification: ALL
7. Show only ID confirmed: NO
8. Exclude rejected ballot: YES
9. Returned ballot first: YES
10. Show ballots returned only: YES
11. Show ballots returned after: leave blank for the first run of this report to give to the AV processing board with the initial load of ballots to be processed. Subsequent ballot deliveries to the board can be tracked this way, down to the time of the report. How often you run these reports is up to your process and volume; it is recommended that a jurisdiction adopt a routine to avoid multiple reports and election worker confusion. These subsequent reports will be aggregated with the initial report to get total ballots processed numbers and will reside in the pollbook as the List of Voters.
12. Sort by: COMBINED AND LAST NAME or PRECINCT AND LAST NAME

13. App Sent/Received: APP RECEIVED

14. Only Show Eligible Voters: YES

15. Out of Balance: NO

16. Report format: PDF

Click CONTINUE and your report will open in a separate browser window for printing.

The screenshot shows the 'AV LIST' application interface. It features a sidebar on the left with a list of precincts (01001 to 01008) and a 'Selected Count = 45' indicator. The main area contains several sections with dropdown menus and checkboxes:

- REGION TYPE:** 1. JURISDICTION, 2. ELECTION DATE, 3. 001 - STATE GENERAL.
- PRECINCTS:** 4. PRECINCT (dropdown), 5. RESIDENCY VERIFICATION (dropdown), 6. BAL (dropdown), 7. SHOW ONLY ID UNCONFIRMED (checkbox), 8. EXCLUDE REJECTED BALLOT (checkbox).
- ONLY SHOW ELIGIBLE VOTERS:** 9. YES (checkbox).
- APP SENT/RECEIVED:** 10. APP RECEIVED (checkbox), 11. OUT OF BALANCE (APP'S RECEIVED/NO BALLOT SENT) (checkbox), 12. REPORT FORMAT (dropdown).
- Buttons:** 13. CONTINUE, 14. CANCEL.

The release includes the following:

- If a voter has returned an absent voter ballot and has completed an intermediate or long move (to a different city/township, or to a different precinct or different district within the precinct) by the 15-day deadline for registering in any way other than in person with the clerk, the ballot will automatically be rejected with the message of **Voter Ballot is Rejected – #0000001 (or corresponding ballot number)**. The rejected reason will be “Voter moved and is eligible to vote in new jurisdiction.” The voter will have to vote in their new jurisdiction. Voters who have returned an AV ballot and register in days 0-14 have the option to have their AV ballot count in the old jurisdiction and have their new registration effective after Election Day.
- **AV Details and AV Scan.** Amber warning message appears for voters who have an absent voter ballot application received in and then perform a short move (same precinct and same district within the precinct), to alert the clerk that the voter address changed and the clerk should review the address to which the ballot will be sent. The message reads “**The voter address may have changed since the av app was returned.**”

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).



Michigan Bureau of Elections

# News Update

for Election Administrators

September 18, 2020



## Help Desk/Election Specialist Available Saturday

The QVF Help Desk will be available from 9 a.m. to 2 p.m. Saturday, September 19, 2020, to support those local clerks who are printing or downloading electronic MOVE ballots and processing the transaction in QVF to meet the military and overseas voter Saturday delivery requirement for the November election.

If you need assistance, please don't hesitate to call 800-310-5697 and leave a voicemail. Your call will be returned ASAP.

If you have a procedural question, please email Adam Fracassi at [Fracassia@Michigan.gov](mailto:Fracassia@Michigan.gov) and Colleen Garety at [Garetyc@Michigan.gov](mailto:Garetyc@Michigan.gov).



## September 24 Absent Voter Ballot Availability

Under the Michigan Constitution, AV ballots must be available to all voters by the 40<sup>th</sup> day prior to the election - Thursday, Sept. 24. As noted yesterday, ballots must be sent to military and overseas voters by Sept. 19.

To do everything possible to ensure that ballots are available on day 40, local and county jurisdictions should continue to coordinate with vendors to avoid delays in ballot delivery or delivery of testing supplies. As a

### IN THIS ISSUE

- Help Desk/Election Specialist Available Saturday
- Recent Court Decisions
- September 24 Absent Voter Ballot Availability

### Recent Court Decisions



Three court decisions were issued yesterday and today that have statewide effect. The Bureau is reviewing the decisions and will provide additional guidance on their effect on local election procedures.

#### [Michigan Republican Party v. Benson](#)

The State Court of Claims denied a request to have a Wayne State Board of Governors candidate removed from ballots. That means there is no change to the ballots.

#### [Priorities USA v. Nessel](#)

The Federal District Court for the Eastern District of Michigan blocked

reminder, while the Bureau recommends that jurisdictions conduct preliminary accuracy testing before the bulk of ballots go out, it is not necessary to conduct testing before the first ballots are issued. For example, if ballots are available and a voter makes an in-person request for an AV ballot on day 40, the local clerk should issue the ballot even if testing has not been completed.

As a result of litigation, last minute changes or other delays, some local jurisdictions may not yet have ballots. If jurisdictions do not have ballots available on Sept. 24 – whether for in person issuance, mailing, or both – jurisdictions should provide an explanation of the circumstances and an update on when ballots will be available. For example, if ballots are not available because the print vendor has not delivered them, voters should be informed of when ballots will arrive at the clerk's office, when they will be available for issuance in person, and when they will start being mailed. We also understand that with the short turnaround time and high volume of AV requests, clerks' offices will be working extraordinarily hard to get ballots issued by Sept. 24 or the earliest possible date if ballots have not arrived. We appreciate the work you put in to ensure ballots are available to voters.

Voters with disabilities must be provided reasonable accommodations to apply for and cast an absent voter ballot at the clerk's office starting on Sept. 24. A Voter Assist Terminal (VAT) should be set up in the clerk's office for this purpose. [Setting up Voter Assist Terminals](#), an explainer on the set up of VATs in the clerk's office and polling place, can be found in eLearning.

enforcement of Section 931(1)(f) of the Election Law, which prohibits paying wages or other payment to transport voters to the polls unless the person cannot walk. That means there is no prohibition on paying for transportation to the polls.

[Michigan Alliance for Retired Americans v. Benson](#)

The State Court of Claims granted an injunction ruling that absent voter ballots postmarked by November 2 must be counted if they arrive within 14 days after Election Day. The Court also ruled that between October 30 and Election Day, voters can designate anyone of their choosing to return an absent voter ballot envelope for them; it does not need to be one of the specific individuals designated under Section 932(f) of the Election Law.

#### Helpful Links



Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).



## Michigan Bureau of Elections News Update

for Election Administrators

September 17, 2020



### Accessible Electronic Absent Voter Ballots

Accessible Electronic Absent Voter Ballots will be available for voters starting Friday. Starting with the November Election, accessible ballots will now be available through the Democracy Live OmniBallot program, which is also the program voters use to apply for accessible ballots.

For voters who have applied for accessible ballots for November, the Bureau of Elections will update the voter's QVF record accordingly and email the clerk a link to an accessible ballot to send to the voter. Unlike the August election accessible ballot, the Democracy Live Omniballot is accessed on a secure web portal which the voter will reach by clicking on the link.

When clerks receive a link to a ballot for the voter, clerks should review the ballot and send the link to the voter with the provided accompanying instructions. Clerks should also mark the voter's QVF record to indicate that the accessible ballot has been sent. The voter will then fill out the ballot, print it, and return it to the clerk in a signed envelope. If any clerks already have accessible AV ballot activity recorded for the voter prior to Friday, they should contact the Bureau of Elections to reconcile data by emailing [MDOS-Accessible@Michigan.gov](mailto:MDOS-Accessible@Michigan.gov).

### IN THIS ISSUE

- Accessible Electronic Absent Voter Ballots
- MOVE Ballots
- Reminder Security Workshop Sept. 22
- Additional Center for Tech and Civic Life Grant Funding Available - Apply by October 1

### MOVE Ballots



The deadline to issue any ballots requested by MOVE voters is Saturday, Sept. 19. As in past elections, some errors have been discovered in MOVE ballots generated out of QVF, either as a result of programming errors in QVF or errors in entering information into the Ballot Admin portal. If they have not already done so, counties should carefully review the information submitted in Ballot Admin to make sure it matches information on their printed ballots. Local clerks should review MOVE ballots downloaded from QVF to verify that the ballot contents are accurate before sending MOVE ballots to voters. Any clerk that has downloaded a





## Reminder: Security Workshop Sept. 22

We have scheduled an additional Election Security Workshop on Tuesday, September 22. Please join the Michigan Bureau of Elections, DTMB, Michigan State Police, and Department of Homeland Security for this program, which covers critical election security issues for 2020. Please RSVP to [Browna30@Michigan.gov](mailto:Browna30@Michigan.gov) by September 18 to participate in this workshop.

**ELECTION SECURITY**

**Virtual Workshop**

Please join the State of Michigan Bureau of Elections, DTMB, Michigan State Police, FBI, and Department of Homeland Security for our Virtual Election Security Workshop

September 22, 2020  
12:30pm-4:30pm

Please RSVP no later than 9/18/2020 to [BrownA30@Michigan.Gov](mailto:BrownA30@Michigan.Gov)

Sp Adobe Spark



## Additional Center for Tech and Civic Life Grant Funding Available – Apply by October 1!

MOVE ballot with an error has been notified to reissue a corrected ballot to the voter. As in past elections, if the voter accidentally returns the ballot with an error on it, it will still be duplicated and counted as would be the case with the correct ballot. If the voter returns both ballots, only the correct ballot will be counted. These procedures ensure that only one ballot is counted for each voter.

**FINAL REMINDER:** If you have received one or more ballot requests from military or overseas protected voters since November 6, 2019, ballots must be emailed, faxed or mailed by September 19, 2020 via the voter's preferred method for the November General election.

If you do not plan to work on Saturday, Sept. 19, you must ensure that all requested ballots are mailed or forwarded by the end-of-day Friday. If your office does not receive mail on Saturdays, you are not required to staff your office on Saturday, Sept. 19 for the purpose of issuing military/overseas ballots. However, all clerks (whether or open on Saturday or not), must check for email requests in their jurisdiction election email account, and issue a ballot if necessary, in the event that you receive a request by email on Saturday, Sept. 19. **NOTE:** The jurisdiction election email account is an email address you provided and is publicly available to military and overseas voters for the purpose of sending ballot requests to local election officials.

In addition, your jurisdiction must complete the MOVE



The Bureau of Elections received additional information from the Center for Tech and Civic Life about grant funding that remains available for election officials in Michigan. Jurisdictions can learn more about applying on the CTCL website: <https://www.techandciviclife.org/grants/>

Election offices can use the funds to cover certain 2020 expenses incurred between June 15, 2020 and December 31, 2020. Below is a list of costs that can be paid for using these grants, which include the costs associated with the safe administration of the following election responsibilities.

- Maintain open in-person polling places on Election Day
- Procure PPE
- Support and expand voting options outside the precinct building (such as curbside voting), including purchase of additional signage, tents, traffic control, walkie-talkies, and safety measures
- Publish reminders for voters to verify and update their address, or other voter registration information, prior to the election
- Educate voters on safe voting policies and procedures
- Recruit and hire a sufficient number of election inspectors to ensure polling places are properly staffed, utilizing hazard pay where required
- Provide polling places with funds to compensate for increased site cleaning and sanitization costs
- Deliver updated training for current and new poll workers administering elections to discuss COVID-19 and other issues.
- Expand or maintain satellite offices and drop boxes
- Deploy additional staff and/or technology improvements to expedite and improve AV ballot processing

Be sure to check out the [grant FAQs](#) for important information. If you have additional questions about the

survey in QVF by Tuesday, September 22, 2020 whether you had requests to fulfill or not. Jurisdictions with zero requests must still fill out the survey and report zero requests. The survey will be available beginning Sept. 19. This information will be forwarded to the US Department of Justice as part of BOE's reporting requirement.

#### Helpful Links



COVID-19 Response Grant program, please email  
[help@techandciviclife.org](mailto:help@techandciviclife.org).

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk email accounts. If other election administrators would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

It is recommended that you add [misos@govsubscriptions.michigan.gov](mailto:misos@govsubscriptions.michigan.gov) and [MISOS@public.govdelivery.com](mailto:MISOS@public.govdelivery.com) to your safe senders list.



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Michigan Bureau of Elections

# News Update

for Election Administrators

September 11, 2020



## Supply Order 2.0 Update

### New Orders

As mentioned in earlier news updates, jurisdictions will be reimbursed up to \$200 per precinct (including absent voter counting board precincts) for supplies that help conduct safe elections in light of COVID-19. Unlike the August supply order, Jurisdictions can order supplies on their own and seek reimbursement.

Purchases eligible for reimbursement include (but are not limited to) the following: PPE (masks, face shields, sneeze guards, gloves), hand sanitizer, soap, cleaning equipment, information signs and stickers, additional furniture, equipment, or space to allow for social distancing, any supplies or equipment associated with increased voting by mail (including additional envelopes, automatic letter openers, envelope folders, additional costs for pre-folded ballots, ballot drop boxes, and fees charged by vendors to mail applications or ballots).

Because of federal purchasing rules, jurisdictions that are spending and being reimbursed for \$5,000 or more (25 or more precincts) will have to either use a competitive bidding process or use a vendor with a state contract to purchase supplies.

Below is a list of vendors with a contract with the state you can use to purchase supplies if you prefer

### IN THIS ISSUE

- Supply Order 2.0
- QVF Multifactor Authentication Instructional Drop-In Sessions
- QVF Software Release for September 11, 2020

### QVF Multifactor Authentication Instructional Drop-In Sessions



The Bureau of Elections is conducting Multifactor Authentication (MFA) webinars on a regular basis (3 times a week) to assist each of you in enabling your Yubikey (if received) or smart phone, and to answer any questions you may have about the process. As you know, MFA is critical to protect Michigan's voter information and to help each local and county QVF user ensure their device is set up to protect their jurisdiction's voter information. Enabling MFA is especially critical as we approach the November 3, 2020 General Election.

To assist you in enabling your Multifactor Authentication in the Qualified Voter File using either the Yubikey provided or a smart phone, consider joining us for Multifactor Authentication Instructional Drop In Sessions so that we can provide guidance and

to use a state approved vendor rather than competitive bidding process.

#### Pitney Bowes (PB)

**Letter Openers** – these are table-top letter openers. The DL200 may be purchased for \$2,064.69 and the Ovation 210 for \$4,204.13. Both units would be installed by a PB technician and come with a full 1-year warranty. According to PB, the DL200 is a traditional blade (slicer) unit and the 210 uses milling technology for less risk of content damage and also soft cut edge. Based on current installations in many State agency offices, PB highly recommends the 210 for ballots. Also, if the end user is a larger entity, the 210 would be the application of choice.

If you have any questions, you may contact:

Andrew Shahin  
Government Account Specialist  
State of Michigan  
Pitney Bowes  
Sending Technology Solutions  
T +1 248 935 2813  
F +1 203 617 6572  
Andrew.Shahin@pb.com

#### Home Depot

If you would like to order a drop box from Home Depot, you can contact:

David Khanuja  
Pro Account Rep - Midwest Region  
The Home Depot  
248-826-8907 cell  
877-959-8504 Fax  
david\_khanuja@homedepot.com

If you would like to order other supplies from Home Depot, please visit their website. If you have issues with ordering, David will help you contact the appropriate person.

#### Staples

Staples has provided [this flyer](#) which includes a list of election-type supplies and a link for you to

assist you in the process. Here are the details:

**What:** QVF Multifactor Authentication Instructional Drop-In Sessions

**Day/Time:** Every Monday, Wednesday, and Friday at 1:00 p.m.

**Content:** Demonstrate enabling Yubikey or smart phone devices for the Qualified Voter File and answer specific questions

**Where:** [Join Microsoft Teams Meeting](#) – Conference ID: 537 706 361# of call 248-509-031

We encourage joining via the Teams Meeting using your computer to ensure that you have a complete visual experience and we are better able to assist you.



**QVF Software  
Release for  
September 11,  
2020**

The release includes the following:

#### **AV List Report.**

- Added a new parameter to default to "Show Only Eligible Voters" which represents only voters who are eligible to vote in the election.
- Corrected an issue to ensure that when "Out of Balance" is set to "No" then only voters who have a ballot should be shown.

**MVIC and MOVE Ballot.** MVIC was released today and we anticipate the MOVE Ballot will be released on Monday.

**MVIC.**

eRegister your jurisdiction. Once you are registered, you can place an order on [StaplesAdvantage.com](https://StaplesAdvantage.com).

Again, you do not need to purchase from a vendor with a state contract – you can purchase from any vendor – but if you are being reimbursed for \$5,000 or more you will have to use a competitive bidding process. There are several local vendors selling election and PPE products. If you would like to order social distancing or ballot drop box signage, Continental Identification Products in Sparta, MI produces custom designed social distancing decals which may be helpful to Michigan clerks. We have heard that clerks have found options for sneeze guards from other vendors such as Factory Two in Flint, Display Pack in Cedar Springs, and Shaggy's Ski Company in Boyne City.

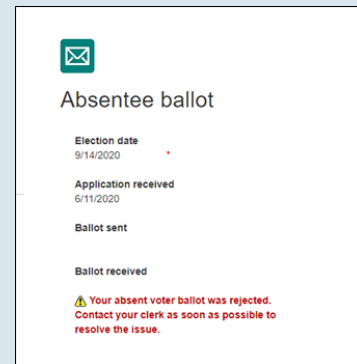
Finally, keep in mind that you can still apply for grants on the Center for Tech and Civic Life's COVID-19 Response Grant webpage. These grants may have more flexibility in spending requirements than the state reimbursement program – and remember, you can apply for both.

## Returns

If you have returned an item from your original Staples order placed before the August election, please email Charamy at [ClearyC@Michigan.gov](mailto:ClearyC@Michigan.gov) with the item description and the number ordered (for example, 4 yellow and red stanchions). If there is something you would like to return, but haven't yet, please email Charamy and we will facilitate the return. We will add the purchase amount for those items to the amount we will reimburse you for the Supply Order 2.0.

What this means is if you have 2 precincts and originally qualified for \$400.00 in reimbursements and returned \$50.00 in products from your original Staples order, you will then qualify for \$450.00 in reimbursements.

- Added ballot information for voters where the ballot was rejected for any reason to communicate to the voter to contact their clerk.
- Hide ballot sent dates which are dated in the future.



**Preferences.** Added Intelligent Mail Bar Code (IMB) Label preferences for clerks who will be using Ballot Scout to track their ballots. Please attend the Ballot Scout Webinar or contact [williamst9@michigan.gov](mailto:williamst9@michigan.gov) for more details

The three options include the following (also shown in image):

- Print Voter and Clerk Address
- Print Voter and Return IMB
- Print Only Voter Address



## Helpful Links



Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk email accounts. If other election administrators would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

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Michigan Bureau of Elections

# News Update

for Election Administrators

September 10, 2020



## November Election MOVE Ballot Deadline Approaching

Clerks should start preparing for the November election military and overseas voter (MOVE) ballot delivery requirement. Any MOVE voter who has sent you an application for a ballot since November 5, 2019, must be sent a ballot by September 19. You will receive an email from Adam Fracassi today outlining steps you can take now to ensure all of your MOVE voters are appropriately marked in QVF. County clerks and election directors also received an email from Adam earlier this week with [instructions on how to print a report from QVF](#) that lists all of the MOVE voters in your county, along with ballot sent dates.

After the MOVE deadline, we must report to the United States Department of Justice the names of jurisdictions that have not timely sent MOVE ballots. Importantly, if a local clerk sends a MOVE ballot late, the voter is provided with an extension of time equivalent to the number of days late the ballot was sent, so long as the ballot is postmarked by Election Day. [MCL 168.759a\(16\)](#) requires MOVE ballots received under an extension to be counted and tabulated for the final results – which could impact a county's ability to complete its canvass.

## IN THIS ISSUE

- November Election MOVE Ballot Deadline Approaching
- Ballot Scout (Ballot-Tracking) Webinar Friday
- Federal Write-In Ballots (FWAB)
- Ballot Drop Box Guidance and Other Updates
- Michigan Department of State Mailings and Mailings from Civic Groups
- Reminder - Apply for Funding!
- Reminder - Security Workshop Sept 22

### Ballot Scout (Ballot-Tracking) Webinar Friday



Since we reached capacity for Tuesday's webinar, Democracy Works, in partnership with the Bureau of Elections, will be hosting another live Zoom webinar to discuss its ballot-tracking software, which allows ballot envelopes to be tracked as they move through the mail. As a reminder, clerks have the choice of whether or not they want to use [Ballot Scout](#) software to track absent voter ballots through the mail for the November election. Use of Ballot Scout is free, and the mail tracking provided will be used in addition to the MVIC application and ballot tracking. This webinar may be helpful to clerks who are deciding whether or not to use the ballot-tracking software. Please refer to the August 20 News Update for more details.

Consider joining us for this short webinar to learn more about this process of using the Ballot Scout Ballot-Tracking web-based software application; the QVF features that enable the tracking, and examples of envelopes with the tracking label. No advance sign-up is necessary. Simply select the link below and enter the meeting ID when prompted.

**Topic: Discussing Ballot-Tracking & Ballot Scout Time:**  
**Sep 11, 2020 11:00 AM Eastern Time Join Zoom**  
**Meeting:** <https://us02web.zoom.us/j/89540381804> **Meeting ID:** 895 4038 1804



## Federal Write-In Ballots (FWAB)



Federal Write-In Ballots (FWABs) can be used by military and overseas voters who are concerned about delays in MOVE ballots being sent or returned from abroad. Under the Michigan Election Law, the FWAB can be used to vote for *all* offices on a voter's ballot, not just federal races. FWABs can assist in overcoming these delays because a voter can download the FWAB, print it, write in their selections, and mail the ballot back at any time (as opposed to waiting for a MOVE ballot to arrive). Due to reported international postal delays, we anticipate an increase in the use of the FWAB. If clerks receive a FWAB and the voter is not registered to vote in your jurisdiction, use the information provided by the voter on the Voter Information page included with the backup ballot to register the voter in QVF and issue an MOVE ballot. If clerks receive a FWAB and the voter is registered to vote in your jurisdiction but has not requested a MOVE ballot, issue the voter a MOVE ballot. If clerks receive a FWAB from a voter who has also requested a MOVE ballot, update the voter's QVF record and hold the FWAB until Election Day. If the voter's MOVE ballot arrives in time for counting, spoil the FWAB and count the MOVE ballot instead. Otherwise, duplicate and count the FWAB if the MOVE ballot does not arrive. The FWAB may not be immediately identifiable by its envelope. Voters submitting a FWAB are instructed to use two envelopes, one containing their votes on the backup ballot and a mailing envelope containing the sealed voted ballot and the Voter Information page of the FWAB. For more in depth information on MOVE voters and FWABs, please refer to [Chapter 7 of the Election Official Accreditation Manual](#).

This webinar is limited to only 100 participants so join early to guarantee a seat. We recommend that you use your computer to ensure you can benefit from the visual presentation.



### Ballot Drop Box Guidance and Other Updates

The Bureau of Elections has released guidance for jurisdictions installing absent voter ballot drop boxes. [The guidance](#) is available on eLearning. The guidance covers locations, security, recommended signage, and other issues. If you have specific questions about the placement or characteristics of your ballot drop boxes, please contact the Bureau of Elections. If you ordered a ballot drop box through the August supply order and have not yet received it, you should receive it soon. The vendor has informed us that all remaining drop boxes will be shipped from the facility by Friday, September 11. Finally, remember to add your drop box locations to QVF. This will allow voters to easily find drop box locations they can use on [Michigan.gov/Vote](https://Michigan.gov/Vote).



### Reminder: Apply for Funding!

As we shared last week in a news update, the Center for Tech and Civic Life announced a grant of \$250 million that it will be making directly available **to local election jurisdictions** throughout the country to support your election infrastructure needs. **These funds can support voter education efforts, including mailings and public service announcements, and can also be used to directly purchase additional technology, tabulators, and the like.**

You can find more information and request an application on the [Center for Tech and Civic Life's COVID-19 Response Grant webpage](#). Jurisdictions should act quickly if they are interested in this funding. Please note that this funding is provided by a nonprofit organization and is totally separate from BOE grants and reimbursement programs – you can apply for both!



## Michigan Department of State Mailing and Mailings from Civic Groups

Copies of the voter registration mailers and absent voter postcards sent by the Department of State discussed in Tuesday's News Update have been posted in the eLearning Center. These are the only mailings that are being sent out by the Department of State or Bureau of Elections. However, voters may also be receiving voter registration or absent voter ballot applications from political parties and civic groups. For example, the Bureau has been informed that the Voter Participation Center is mailing additional voter registration forms, and the Center for Voter Information is mailing absent voter ballot applications. These mailers, in addition to mailers sent by political parties, are not sent by the Bureau, but they are legitimate forms that can be used to register to vote or apply for absent voter ballots.

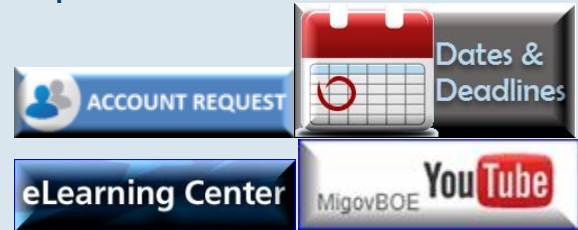
The Voter Participation Center has informed the Bureau that it has begun addressing voter registration form return-envelopes to local clerks, rather than the Bureau of Elections. The Bureau will continue to forward any voter registration or absent voter ballot applications it receives to local clerks, but this should cut down on any delays associated with the state forwarding forms that should be sent to local jurisdictions.

## Reminder: Security Workshop Sept 22



We have scheduled an additional Election Security Workshop on Tuesday, September 22. Please join the Michigan Bureau of Elections, DTMB, Michigan State Police, and Department of Homeland Security for this program, which covers critical election security issues for 2020. Please RSVP to [Browna30@Michigan.gov](mailto:Browna30@Michigan.gov) by September 18 to participate in this workshop.

### Helpful Links





Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk email accounts. If other election administrators would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

It is recommended that you add [misos@govsubscriptions.michigan.gov](mailto:misos@govsubscriptions.michigan.gov) and [MISOS@public.govdelivery.com](mailto:MISOS@public.govdelivery.com) to your safe senders list.



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Michigan Bureau of Elections

# News Update

for Election Administrators

September 8, 2020



## Michigan Department of State Voter Registration Mailings

This week, the Michigan Department of State will begin sending voter registration mailings to eligible but unregistered individuals with a Michigan driver's license or state ID card. The mailings are part of Michigan's participation in the [Electronic Registration Information Center \(ERIC\)](#) program. Through the ERIC program, Michigan obtains information about individuals who are eligible but not registered to vote in Michigan, as well as information about registered voters who may have left the state or otherwise become ineligible.

Based on data received from ERIC, the Bureau of Elections will be sending voter registration mailers to approximately 700,000 individuals. These mailers will notify Michigan residents of their voter registration eligibility and offer options to register online or to return the inserted card to the Secretary of State to be registered. Registration will occur through the driver database – clerks will not be mailed forms. However, the mailer also gives voters information on how to contact their local clerk to register to vote if the voter prefers that method of registration. Individuals on the mailing list who had Secretary of State transactions after Proposal 2018-3 went into effect but before it was implemented in September 2019, and are marked on the driver file as U.S. citizens, will receive an automatic voter registration mailer

## IN THIS ISSUE

- Michigan Department of State Voter Registration Mailings
- Reminder: Ballot Scout Webinar Today at 3 p.m.
- Michigan Department of State AV Postcards Begin Mailing this Week
- Reminder: Center for Tech and Civic Life Grand Funding Available

### Reminder: Ballot Scout Webinar Today at 3 p.m.



As a reminder, the Bureau of Elections and Democracy Works will be hosting a live Zoom webinar on the Ballot Scout ballot-tracking system. Clerks who are deciding whether to use the software for November AV ballots are invited to attend and learn more.

**Topic: Discussing Ballot Tracking & Ballot Scout Time: Sep 8, 2020 3:00 PM Eastern Time Join Zoom Meeting:**  
<https://us02web.zoom.us/j/81148500204>  
**Meeting ID: 811 4850 0204**



### Michigan Department of State AV Postcards Begin Mailing this Week

As announced in the August 12 News Update, the Michigan Department of

similar to the form currently used when these eligible individuals renew their driver's license.

Because voter registration through these mailers will occur primarily through the driver database, clerks should not expect an increase in voter registration forms mailed to their offices as a result of these mailings. However, you may see an increased number of new voter registrations in QVF as a result of these mailers between September 21 and October 20. These mailers can be identified by their green color and *Be a Voter* message across the top. Our office will be tracking the registration response to improve our future efforts. If you have any questions or feedback, please email Shelly Belton [beltons@michigan.gov](mailto:beltons@michigan.gov) with "ERIC Mailer" in the subject line.

State will be mailing postcards to voters who have not requested absent voter ballots informing them of opportunities to apply for absent voter ballots for November. More information about the postcards is available in an August [press release](#) from the Secretary of State. Unlike the mailers sent before the August primary, these postcards are not absent voter ballot applications and will not be mailed to the local clerk. However, as is the case with the voter registration mailers discussed above, clerks may see an increase in absent voter ballot applications as a result of these postcards.



### **Reminder: Center for Tech and Civic Life Grant Funding Available!**

Funding to support voter education efforts – including mailings and public service announcements, and technology, tabulators, and other equipment – is available through a grant from the Center for Tech and Civic Life. Jurisdictions should act quickly if they are interested in this funding, which is separate from state reimbursement and grant programs (you can apply for both).

You can find more information and request an application on the [Center for Tech and Civic Life's COVID-19 Response Grant webpage](#).

### **Helpful Links**



**ACCOUNT REQUEST**



**Dates & Deadlines**



Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).

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## Michigan Bureau of Elections News Update

for Election Administrators

September 4, 2020



### QVF Software Release, Including Ballot Drop Box Locations

The Qualified Voter File now allows clerks to enter your ballot drop box locations, so that voters will be able to see the locations of ballot drop boxes when they view their voter information at the Michigan Voter Information Center. Please enter your ballot drop box details! For more information on this and other updates, see below.

The QVF Software release for the evening of September 4, 2020 includes the following changes:

*\*This release will occur at 6:00 p.m. as there will be a very brief period where the QVF will be inaccessible.*

- **AV Details.** Added validate logic for dates entered to ensure that the sent date cannot be more than 365 days ago, and the start date cannot be after the end date.
- **UOCAVA and FPCA by Year Report.** Adjusted the report to only include the voter's most recent UOCAVA history.
- **AV Application.** Adjusted the location of the Ward/Precinct value on the application slightly.
- **Clerk Contact.** Added the ability to add multiple locations for the drop box locations.

### IN THIS ISSUE

- QVF Software Release Including Ballot Drop Box Locations
- Time to Check your QVF Election-Specific Information
- Ballot Scout (Ballot Tracking) Webinar Tuesday
- August Post-Election Audits
- September 2020 EPB Manual Update



### Time to Check your QVF Election- Specific Information

In preparation for the November 3, 2020 General Election, clerks need to review the following information to ensure that all their election related information is accurately reflected on the Michigan Voter Information Center website for voters:

1. **Clerk Contact.** Review the clerk name address, email, and phone number information. If your jurisdiction has a mailing address, check that under the Address tab as well.
2. **Clerk Hours, Dropbox, and Location.** Review your business hours and





## Ballot Scout (Ballot Tracking) Webinar Tuesday

Democracy Works in partnership with the Bureau of Elections will be hosting a live Zoom Webinar to discuss their ballot tracking software, which allows ballot envelopes to be tracked as they move through the mail. As a reminder, clerks have the choice of whether not they want to use [Ballot Scout](#) software to track absent voter ballots through the mail for the November Election. Use of Ballot Scout is free, and the mail tracking provided will be used in addition to the MVIC application and ballot tracking. This Webinar may be helpful to clerks who are deciding whether or not to use the ballot tracking software. Please refer to the August 20 News Update for more details.

Consider joining us for this short webinar to learn more about this process of using the Ballot Scout Ballot Tracking web-based software application; the QVF features that enable the tracking, and examples of envelopes with the tracking label. No advance sign up is necessary. Simply select the link below and enter the meeting id when prompted.

**Topic: Discussing Ballot Tracking & Ballot Scout**  
**Time: Sep 8, 2020 03:00 PM Eastern Time Join Zoom Meeting:**

<https://us02web.zoom.us/j/81148500204> **Meeting ID:** 811 4850 0204

We recommend that you use your computer to ensure that you can benefit from the visual presentation.



## September 2020 EPB Manual Update

The [Electronic Pollbook \(EPB\) Manual](#) and the [Electronic Pollbook Precinct Inspectors' Manual](#) have been updated to provide users with more details about the EPB, and to provide specific guidance on

pre-election weekend hours, and a **\*new feature\*** for drop box hours and locations. This information is required.

3. **Precincts and Polling Locations.** Assign and review your precincts and polling locations and their respective maps to ensure that the information is accurate.

For further reference about updating your clerk contact information, [Clerk Contacts QVF Chapter 11](#).



### Your clerk

Chris Swope, Lansing City Clerk

124 W Michigan Ave., 9th Floor  
Lansing, Michigan 48933

**Mailing address:**  
124 W. Michigan Ave., 9th Floor  
City Clerk's Office  
Lansing, Michigan 48933

**Phone:** (517) 483-4131

**Fax:** (517) 377-0068

**Email:** [chris.swope@lansingmi.gov](mailto:chris.swope@lansingmi.gov)

**Business hours:**

Mon. 8am-5pm

Tue. 8am-5pm

Wed. 8am-5pm

Thu. 8am-5pm

**Drop box locations**

124 W. Michigan Avenue  
Lansing, Michigan 48413

**Hours:**  
Available 24 Hours/7 Days a Week



## August Post-Election Audits

As in past even years, the Bureau will not be conducting post-election audits for the August 2020 election.

questions that frequently arose for the August Election.

Changes include:

- For clerks' office staff, expanded step-by-step instructions and screenshots for exporting and downloading EPB files, customized for four different situations:
  - Jurisdictions that use Google Chrome and have multiple precincts
  - Jurisdictions that use Google Chrome and have a single precinct
  - Jurisdictions that use Internet Explorer 11 and have multiple precincts
  - Jurisdictions that use Internet Explorer 11 and have a single precinct
- For election inspectors, clarification on recording a regular ballot if a voter arrives at the polls and surrenders their AV ballot or completes the *Affidavit of Lost or Destroyed Absentee Ballot*, or (in very rare cases) the absentee ballot was recorded as sent/received by the clerk in error and the clerk has spoiled the ballot or corrected the error.
- For election inspectors, a reminder to log into their flash drive and try again if they get a "path not accessible" error message when performing backup.
- For election inspectors, a new "FAQ" 15 with the reminder that if the program "freezes up," they may need to close and reopen the EPB program, or even restart the computer and log back into the flash drive.

Please take the time to print out and review the manual now to ensure that you have the latest version available and are able to practice and ask questions early. Download and other video clips will be made available by October 1 (EPB Practice Day). These resources will be posted in QVF under Help and in the eLearning Center.

#### Helpful Links





Michigan Bureau of Elections

# News Update

for Election Administrators

September 3, 2020



## Nov. 3, 2020 Ballot Certification

Yesterday, the Bureau of Elections released the official Nov. 3, 2020 Candidate List. Counties should have received an email consisting of several items, including the Candidate List, formal Call of Election, statewide proposal language, and other pertinent information and instructions related to the Nov. 3 election. An Official Candidate List is also available on the BOE website. Counties should take note of the following updates:

(1) The language approved for Proposal 20-1 is slightly different than the draft language that was circulated last week.

(2) After further review of the issue, the Bureau determined that Libertarian Party candidates have the third position on the ballot in 2020. Counties should verify that their final ballots reflect this order.

(3) The Michigan Republican Party is expected to name a replacement for a Wayne State Board of Governors candidate who was disqualified. We hope to have this candidate certified to the Bureau tomorrow.



## Center for Tech and Civic Life Grant Funding is Available!

### IN THIS ISSUE

- Nov. 3, 2020 Ballot Certification
- Reminder - Submit Ballot Proofs to the Bureau of Elections
- Center for Tech and Civic Life Grant Funding is Available
- Reminder - Polling Place Change Deadline is Sept. 4
- BOE is Hiring



### Reminder - Submit Ballot Proofs to the Bureau of Elections

Counties – please forward your ballot proofs to Carol Pierce at [PierceC1@Michigan.gov](mailto:PierceC1@Michigan.gov) for approval. Ballots should be submitted as soon as possible to ensure that absent voter ballots are available for voters starting Sept. 24 or earlier.

The Nov. 3, 2020 ballot will include two statewide proposals. As noted, the Board of State Canvassers certified the language yesterday. The language for the proposals was sent to the counties.

As shared by the Secretary of State Tuesday, the Center for Tech and Civic Life announced a grant of \$250 million that it will be making directly available **to local election jurisdictions** throughout the country to support your election infrastructure needs. **These funds can support voter education efforts, including mailings and public service announcements, and can also be used to directly purchase additional technology, tabulators, and the like.**

You can find more information and request an application on the [Center for Tech and Civic Life's COVID-19 Response Grant webpage](#). Jurisdictions should act quickly if they are interested in this funding. Please note that this funding is provided by a nonprofit organization and is totally separate from BOE grants and reimbursement programs – you can apply for both!

Under the Michigan Constitution and Michigan Election Law, it is technically possible that ballot contents could change as late as Sept. 4. BOE is not aware of any additional statewide proposals expected to be added to ballots other than the two listed above; however, as noted, there may be an additional Wayne State University Board of Governors candidate. When ballot contents are finalized, please inform BOE as soon as possible, especially if there are any changes to or mistakes identified on ballots.



**Reminder –  
Polling  
Place  
Change  
Deadline is  
Sept. 4**

The final date cities and townships can establish, move, or abolish a polling location for November is this Friday, Sept. 4. Clerks with polling place changes should remember to add this information to QVF and provide notice to voters. For more information, see the Aug. 28 News Update.



**BOE is  
Hiring**

The Bureau of Elections is hiring for 3 positions – 2 Division Administrators and an Analyst. Please use [this link](#) to apply.

#### Helpful Links



Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk email accounts. If other election administrators would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

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Michigan Bureau of Elections

# News Update

for Election Administrators

August 31, 2020



## November 2020 AV Application Reminders from the QVF Help Desk

Proper, consistent use of QVF is essential to helping keep track of AV applications and ensure that all AV ballots are issued timely. This article includes answers to popular recent questions, including tips on how to:

- Review your **Profile Preferences**, where you set up application format, label format, and more
- Review your **Ballot Style Aliases** for November, if you have more than one in a precinct (Basic users should coordinate with their county)
- Run a **Daily AV Report** reviewing which apps were recorded as received in QVF
- Use **AV Scan or AV Details** to record any AV apps that were not yet recorded for November
- Use **Mass AV Application** to search for and generate apps and/or labels for:
  - Perm AV Application List voters:  
Only those with unsent applications

## IN THIS ISSUE

- November 2020 AV Application Reminders from the QVF Help Desk
- Using Multiple Staff Shifts in an AV Counting Board
- Election Security Workshop
- Reimbursement Claim Forms for August Now Available in eLearning



## Using Multiple Staff Shifts in an AV Counting Board

We have received multiple questions about using multiple shifts of election inspectors and other staff to run an AV counting board (AVCB). In the August 2020 primary election, election inspectors worked well into the night, and for some the following day, to finish tabulating all the AV ballots. We understand that the affected clerks are concerned about the impact that such very long hours will have on not only their ability to recruit workers for the AVCB, but also on their workers' ability to remain focused and fresh in their responsibilities late into the evening after an already very long day. The Bureau has issued guidance and instructions on using multiple shifts of election inspectors to run an AVCB while complying with the requirements of the Michigan Election Law. If you are interested in having multiple shifts of election inspectors in your AVCB, please review our [Guidance and Instructions on Multiple Shifts to](#)



- (If desired—not required!) Perm AV Application list voters: Only those with unreturned applications
- Print **Online AV Applications** from the **Print Queue**

### Updating Profile Preferences: Help QVF remember how to help you!

Are you constantly selecting the election date in QVF? What size of labels do you want to print? Do you want your AV apps to have the precinct code or your ballot style alias print on them? Choose and save these options and more in your [Profile Preferences](#) (General Preferences, Printing Preferences, and AV Preferences) in QVF.

### Customizing your Ballot Style Aliases if you have splits in any precinct

Once county and state staff have completed Ballot Administration, Complete users can edit Ballot Style Aliases for precincts with splits. It is best to avoid unnecessary characters, spaces, or symbols but to include the precinct number. For example, your aliases might look like 1, 2, 3A, 3B, 4, etc. Or, you might have initials for districts, such as 1LW, 1HA, and 1VILL.

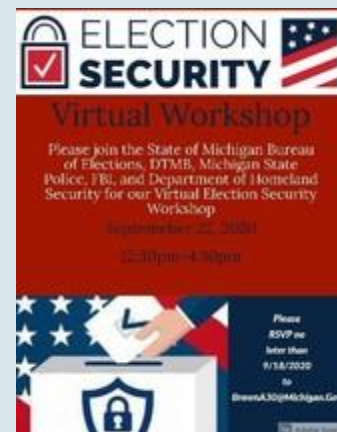
Step-by-step Election Geography instructions are available on page 7 of the current [EPB Manual](#) or in your QVF Complete class handouts. Basic users would need to coordinate with a Complete user locally or at the county. Again, each user's Profile Preferences determine where these aliases appear in addition to the EPB screen for inspectors on Election Day.

### “Daily” AV Report: What applications have been tracked in QVF so far?

### [Staff Absent Voter Counting Boards.](#)



We have scheduled an additional Election Security Workshop on Tuesday, September 22. Please join the Michigan Bureau of Elections, DTMB, Michigan State Police, and Department of Homeland Security for this program, which covers critical election security issues for 2020. Please RSVP to [Browna30@Michigan.gov](mailto:Browna30@Michigan.gov) by September 18 to participate in this workshop.



### **Reimbursement Claim Forms for August Now Available in eLearning**

*August absent voter ballot envelopes.* Absent voter ballot envelopes were required to be approved by the U.S. Postal Service (USPS) as meeting all postal requirements in 2020. The Bureau of Elections purchased absent voter ballot envelopes for all jurisdictions for the August 2020 Primary Election. Some jurisdictions had already purchased approved



Most QVF users successfully tracked their dual AV applications, but others still need to record the November AV applications they've already received. Some users aren't sure what got recorded, and want a report to review. Your AV List won't display information until you have sent ballots, but you can use the **Daily AV Report**.

In this example, Lenox Township wanted a breakdown not just by precinct but also by school district.

- We reviewed their Election Geography to see which Ballot Style Aliases appeared for which precinct and district.
- Then we looked at running the Daily AV report (Reports>Reports, Absentee Voter reports, Daily AV):
  - for the November election
  - with the Precinct Type of Ballot Style,
  - a selection of Receive App under applications/ballots,
  - a start date of 11/6/2019 (to catch early military and overseas apps since last November's election), and
  - an end date of today.
  - Depending on your needs, see other Precinct Type choices including Combined, Ward, or Counting Board.

absent voter ballot envelopes and are eligible for reimbursement of up to 40% of the voters. [This form](#) should be used to request reimbursement for outgoing and incoming absent voter ballot envelopes that were used for the August primary election that met USPS approval. Copies of paid invoices and approval from the USPS will also be required for reimbursement.

*Absent voter ballot applications.* Absent voter ballot applications were mailed to every registered voter in the State of Michigan for the August 2020 primary election. Clerks who chose to send out absent voter ballot applications themselves are eligible for reimbursement for all applications mailed to voters NOT already on the permanent absent voter ballot application list. You may use [this form](#) to request reimbursement.

If you have any questions, please send an email to [MDOS-BOEreimbursement@michigan.gov](mailto:MDOS-BOEreimbursement@michigan.gov).

#### Helpful Links



The screenshot displays two parts of a software interface. The top part is a table with columns: NAME, POLING LOCATION, JURISDICTION, PRECINCT, SS, CB, VOTER, SORT, SCHOOL DIST, VILLAGE DISTRICT, COUNTY CORREL, and LIBRARY. It shows data for various precincts in Lenox Township. The bottom part is a 'DAILY AV' configuration form with fields for JURISDICTION, ELECTION DATE (set to 11/05/2020), PRECINCTS (a list of precincts with a 'Selected Count' of 8), REPORT STYLE (set to AV DAILY), REGION (set to LENOX TOWNSHIP (46000)), PRECINCT TYPE, APPLICATIONS/BALLOTS (with options like SEND APP, RECEIVE APP, SEND BALLOT, RECEIVE BALLOT), START DATE (11/05/2019), END DATE (08/09/2020), SORT BY (LAST NAME), and REPORT FORMAT (PDF). Buttons for 'CONTINUE' and 'CANCEL' are at the bottom right.

## Receiving November AV applications

- Election dates should now be set in Profile Preferences with November as the main election and the secondary/general election as SELECT.
- Remember that you can't save an alternate ballot address until you're recording sending the ballot.
  - If you need to record it now, however, you could update the alternate application address now and that would become the default alternate ballot address.

See [QVF Manual Chapter 6](#) for more details on how to use AV Scan or AV Details efficiently.

## Searching Mass AV for Unsent Applications

Who has joined your Perm AV Application list and still needs an application? Under Absentee Voter>Mass AV Application, you can search among your Only Perm AV voters. Under Voter Group, instead of All, you can select Only Unsent Applications. In the search results, you can select

your output format to generate av apps, labels, a CSV spreadsheet file, or more.

If your jurisdiction wishes to follow up on only unreturned applications, that's another voter group search option. This is not required, nor is following up with non-perm AV voters. They can be selected under include/exclude voters as All Registered Voters (except Perm AV), and the same Voter Group options are available to choose only unsent applications or only unreturned applications.



## Printing Online AV Applications

August 20 was 75 days prior to the November elections, and the online AV application is available again now through Friday, October 30.

- You receive an Inbox Notification for each online AV application.
- The applications are already received in QVF.
- You may print the apps from the Print Queue (Reports>Print Queue, note that these are ONLINE AV APPS that you search for).

More detailed instructions can be found in our guide to Receiving and Printing Online AV Applications.

### Other Reminders:

- Remember that you can easily access QVF and EPB manual and video links in QVF under Help or in the Elections eLearning Center.

- Search eLearning's News Update archives for News Update gems (like that one from 6/10/20 about how to add new users)!
- The QVF Help Desk will be experiencing periods of high call volume through November. To help us research or redirect your concern, please leave one detailed message or email including name, jurisdiction, contact info, and the topic (and possibly details) of your question.
  - Merge requests can be submitted in QVF or by email to [qvfhelppdesk@michigan.gov](mailto:qvfhelppdesk@michigan.gov).
  - Requests for voter record review (such as obviously incorrect signatures) can be emailed to [qvfhelppdesk@michigan.gov](mailto:qvfhelppdesk@michigan.gov).
  - Street index requests can go directly to [daumn1@michigan.gov](mailto:daumn1@michigan.gov)

Thank you so very much for all your hard work in this busy and challenging year!

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).

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Michigan Bureau of Elections

# News Update

for Election Administrators

August 28, 2020



## EPB Practice and Education Day

Mark your calendars for **Thursday, October 1**, for EPB Practice Day! Online courses will be available in the Elections eLearning Center. Staff will dedicate the day to answering your questions by email and phone as you practice and prepare your EPB for Election Day. Your participation is critical to help ensure we improve our experience with the EPB for November.

We have already taken steps to avoid a repeat of the problems the Monday night before the August Election as clerks were working diligently to prepare for Election Day.

- We are partnering with the Department of Technology, Management, and Budget (DTMB) to add additional performance capacity to QVF.
- We will be updating the EPB Manual (August 2020) to clarify file export instructions for jurisdictions with more than one precinct or one precinct and for those using Google Chrome or Internet Explorer 11.
- We are emphasizing the importance of early and thorough practice with the EPB setup process to

## IN THIS ISSUE

- EPB Practice and Education Day
- Submit November Ballots for Approval of Format
- PPE Survey
- QVF Software Release
- Last Day to Move Polling Places is September 4



## Submit November Ballots for Approval of Format

The Bureau of Elections is accepting ballots for conditional approval as to form for the November 3, 2020 election. Counties that have not submitted ballots for conditional approval are encouraged to submit them as soon as possible to ensure that absent voter ballots are available for voters starting September 24 or earlier. Counties should submit ballots to Carol Pierce at [Piercec1@Michigan.gov](mailto:Piercec1@Michigan.gov).

The November 3, 2020 ballot will include two statewide proposals. Draft language for each proposal is available [here](#) and [here](#). This summary language is not final. The Board of State Canvassers has a meeting

minimize surprises the weekend before the election.

In order to help further improve the EPB experience, it is critical to prepare in advance. We spoke to some clerks and staff about pollbooks for the first time on the weekend before the election. Our call volume increases tremendously around that time and we are unable to provide full EPB instruction to new users at that point. Your questions can be addressed more thoroughly and we can point you toward instructional resources if we can start these conversations early.

Activities for the EPB Practice Day include:

- QVF EPB – What's New for November 2020
- EPB Practice Scenarios
- EPB Stress Test – Practice downloading
- Lots of staff available to answer your EPB specific needs

To participate, simply log in to the eLearning Center on October 1 and select your preferred online courses. **No course pre-registration is required** since there are no specifically scheduled webinars. More course details will be forthcoming, and the classes will remain available for those who cannot attend October 1.

Thank you!



## QVF Software Release

The QVF Software Release for August 21 and 28, 2020 is as follows:

- **Voter Comments.** Corrected an issue to ensure voter comments can be entered.
- **AV List.**

scheduled on Wednesday, September 2 to review and approve final ballot language. However, the draft language may be helpful in preparing ballots.

Under the Michigan Constitution and Michigan Election Law, it is possible that ballot contents will change as late as September 4. BOE is not aware of any additional statewide proposals expected to be added to ballots other than the two listed above. When ballot contents are finalized, please inform BOE as soon as possible, especially if there are any changes or mistakes on ballots.



## PPE Survey

We will be shipping PPE directly to local jurisdictions for the November election, rather than asking the counties to distribute it. You must fill out [this survey](#) and provide your shipping address no later than Monday, August 31 in order to receive PPE from the Bureau for November.



## Last Day to Move Polling Places is September 4

The final date cities and townships can establish, move, or abolish a polling place for the November general election is September 4.

- Added a filter field titled “App Sent/Received” to allow users to view the report in the following ways:
  - **App Received.** This view allows users to see the report in the view that we have always presented it with the App Received, Ballot Sent, and Ballot Returned view.
  - **App Sent and Received.** View provides an additional column of App Sent so users can easily see where applications are sent.
  - **App Sent but Not Received.** View provides a list of voters who were sent an application but did not return it.
- Added field titled “Out of Balance (Apps Received/No Ballot Sent)” which provides users with a quick view of all voters who returned their applications but have not yet been sent a ballot. This view will be helpful to users as we move closer to the election in determining who has not yet received a ballot.
- Added the ability to sort the AV List by ballot received date and ballot number.
- **Permanent Accessible Report.** This new report provides users access to a report that lists all voters who wish to be on the Permanent Accessible Absent Voter Application List. The report provides voters names, precinct, ballot sent date and ballot number.
- **Voter Turnout Report.** Allows users to run the report on Election Night to provide the number of registered voters, number of registered voters by gender, and the number of registered voters by gender-age.
- **AV Details.** Added a check box that says “Online AV” to show the user when the application was received through MVIC as a visual cue to show the user the way the application was received. This field is not editable.

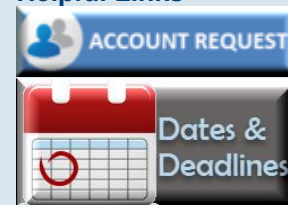
As a reminder, the moving of a polling place requires:

- Township board or city council/commission approval
- Notice to voters
- Notice of the change posted at the old polling location

Clerks who have not already done so should verify that all polling places they plan to use will be available for November 3. If any polling places change, Clerks should inform BOE as soon as possible by adding this information into QVF.

For full details on what can be used as a polling place and accessibility requirements, refer to [Chapter 14](#) of the Election Officials’ Manual and review the [voting precincts and voting locations](#) and [accessibility training](#) online courses in eLearning. Please note that the procedure for moving polling locations is different than the procedure for moving precinct boundary lines or permanently consolidating precincts. The deadline for making precinct changes was January 7.

#### Helpful Links







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Michigan Bureau of Elections

# News Update

for Election Administrators

August 20, 2020



## November Election Inspectors

If you need or want additional recruits to serve as election inspectors in November, please fill out this [form for city and township clerks](#) and this [form for county clerks](#). Filling out the form signs you up to participate in the Department of State's [DemocracyMVP](#) initiative, which continues to recruit Michiganders interested in serving as election inspectors. DemocracyMVP will send interested people to clerks who want or need additional election inspectors for November. For any questions or concerns about the initiative, please contact Colleen Garety at [GaretyC@Michigan.gov](mailto:GaretyC@Michigan.gov) or Sally Marsh at [MarshS3@Michigan.gov](mailto:MarshS3@Michigan.gov).



## More Information on Prepaid Postage on Ballot Return Envelopes

Prepaid return ballot postage is not required, but clerks who choose to pre-pay for return postage will be reimbursed by the state.

Below is a breakdown of clerks' options for prepaid postage on ballot return envelopes for November. The breakdown is based on information provided by the United States Postal Service.

1) No Prepaid Postage

## IN THIS ISSUE

- November Election Inspectors
- More Information on Prepaid Postage on Ballot Return Envelopes
- PPE Survey
- Absent Voter Ballot Applications
- Ballot Tracking Options for November
- Residency Verification Data for the August 4, 2020 Primary



### PPE Survey

We will be shipping PPE directly to local jurisdictions for the November election, rather than asking the counties to distribute it. You must fill out [this survey](#) and provide your shipping address in order to receive PPE from the Bureau for November. Please fill this survey out as soon as possible, but no later than Aug. 28.



### Absent Voter Ballot Applications

The Online AV Application Tool and a November-only downloadable AV application are live at [Michigan.gov/vote](https://Michigan.gov/vote). MVIC has also been updated to ensure that voters who have already requested a November application are able to see this information on MVIC. This information was supposed to be updated at the same time as the

The voter will apply postage to the return envelope. Existing custom envelopes can be used. Clerks choosing this option and needing more envelopes should order envelopes early to make sure they're available.

## 2) Postage Stamps

Clerks buy stamps to place on return ballot envelopes. Existing custom envelopes can be used. Clerks place stamps where indicated on the front of the return envelope. Clerks choosing this option and needing more envelopes should order envelopes early to make sure they're available. Clerks should also order stamps early to make sure they're available.

## 3) Metered Mail

Clerks use a postage meter to apply postage to return ballot envelopes. Existing custom envelopes can be used, and envelopes can be metered directly on the front of the envelope. Make sure to have adequate postage in the meter and that the metering reads clearly on the envelope. *Clerks using this option should make sure to remove the date code when applying the postage.* Clerks choosing this option and needing more envelopes should order envelopes early to make sure they're available.

## 4) Business Reply Mail

*If clerks do not already have business reply envelopes, they will need a new envelope style for this.*

If clerks already have a Business Reply Mail account with the Postal Service, they should get that information to their print vendor with the BRM account number. They will get artwork generated for the new BRM which will include:

- New indicia indicating pre-paid postage
- New +4 add on for ZIP Code
- New FIM-C
- New IMB

online AV tool was launched for November, but because of a programming glitch the information was not immediately available. This has been corrected.

The August 20 AV application release includes a new version of the accessible electronic absent voter ballot application. This application was developed in partnership with Democracy Live, which will also host the accessible ballot when ballots become available.

Voters can also find this application on MVIC at the link to the online AV application tool or by selecting the "How do I apply for an accessible absentee ballot?" option under Accessible Voting. Selecting this option redirects the voter to the Democracy Live Omni Ballot system which provides the voter with the accessible application.



Staff at the Bureau of Elections will inform city or township clerks when an accessible application has been submitted for their jurisdiction. Complete instructions on the ballot issuance process will be provided when ballots become available.



Clerks will have several ballot tracking options for November. Clerks don't need to decide right now what they're going to do (although clerks choosing option 3

If clerks do not already have a BRM account, they will need to apply for a BRM account at the local Post Office.

- Use form 3615 Mailing Permit App. and Customer Profile
- Use form 6805 BRM Application and pay annual fee
- Get this new information to your print provider as indicated above

Regardless of the method chosen, the state will reimburse clerks for the actual costs of applying prepaid postage. If clerks use stamps or metering, the state will reimburse for the costs of stamps or metering. If clerks use business reply mail, the state will reimburse for the costs of the mail actually returned and the first year's annual fee. The cost of business reply mail is as follows:

- Basic BRM costs \$1.40 for each 1oz envelope returned through the Post Office (plus \$243 annual fee)
- High volume BRM costs 64 cents for each 1oz envelope returned through the PO, with an additional \$725 annual fee (high volume is appropriate for jurisdictions anticipating at least 1,000 returned ballots through the Post Office)
- Costs are based on 1oz return mailpiece—add \$.15 for each additional oz of weight



## Residency Verification Data for the August 4, 2020 Primary

During the 14 days prior to and including election day, 8,926 people registered to vote. 8,551 of them provided some form of residency verification to be eligible to vote on August 4, with 42 percent of those transactions occurring just on Election Day. 6,140 voters provided a current drivers license or state ID to

or 4 will need to decide soon). The Bureau of Elections will host a webinar on ballot tracking options if jurisdictions would like to discuss these options further.

Clerks have the option of using [Ballot Scout](#) software to track absent voter ballots through the mail in November. Use of Ballot Scout is free, and the mail tracking provided will be in addition to, not instead of, existing tracking on MVIC that shows application received, ballot sent, and ballot received.

Ballot Scout works by applying a customized intelligent mail barcode (IMB) to each ballot envelope so that it can be tracked through the mail using postal scans. Both voters and clerks will be able to track where the ballot is in the mail using the Ballot Scout application. Clerks who use ballot scout will have labels printed out of QVF, which are then applied to the ballot envelopes to allow mail tracking. Clerks will have four options:

(1) Do not use Ballot Scout.

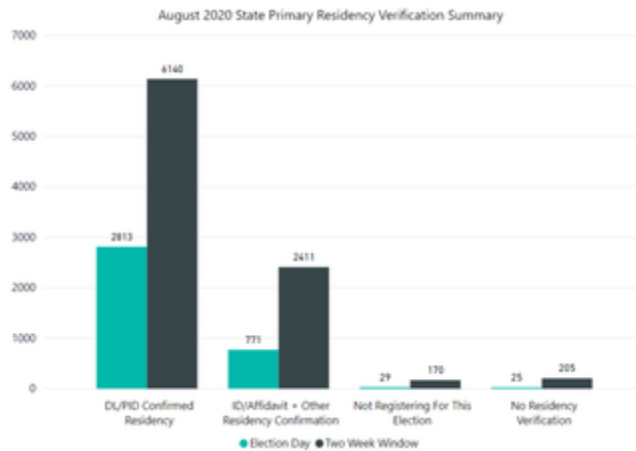
We recommend clerks do not use ballot scout for outgoing ballots that are locally sorted. This is because when mail is manually sorted at the local post office, it is usually not scanned by the post office. Because it is not scanned, the ballot tracking software will not work and ballot tracking information will not be available.

(2) Use Ballot Scout to track outgoing envelopes only.

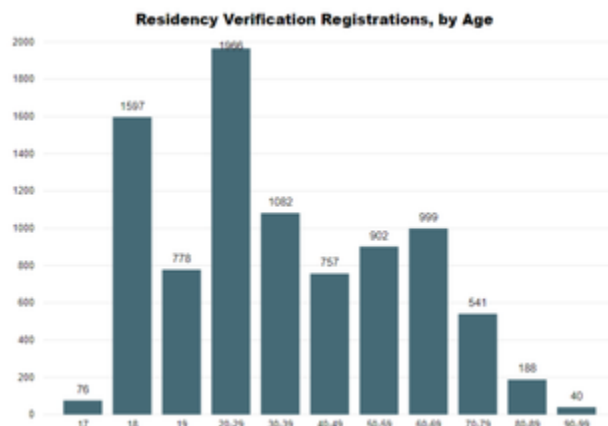
Option 2 does not require any additional work by the clerk, and may be a good option for outgoing absent voter ballots that are not locally sorted. The process of applying a label to the outgoing ballot will be the same, it will just have an additional barcode. One downside of option 2 is it will waste labels, because the inbound label will be discarded.

(3) Use Ballot Scout to track outgoing and incoming envelopes

the clerk and 771 voters provided an alternative form of residency verification in order to vote in the August 4 Primary.



In the 2 weeks leading up to the election, you'll see a similar pattern to past elections where the younger age groups had the most registrations. 1,597 18-year old voters and 1,966 20 to 29-year old voters registered in the 2 weeks before Election Day. The other age groups showed similar trends compared to past elections since the passing of Proposal 18-3.



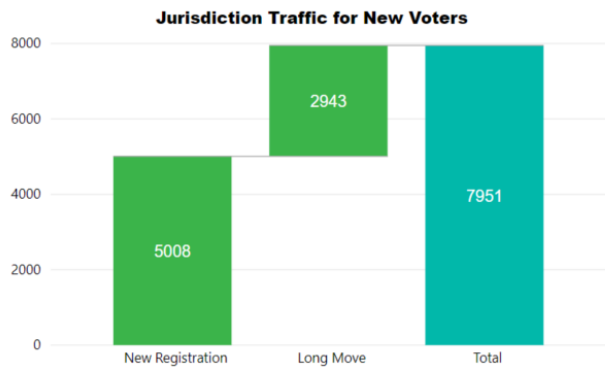
Additionally, there were 7,951 voters who either moved to a new jurisdiction (37 percent) or were new MI registrations (63 percent).

If clerks use Option 3, then in addition to the outbound label, the clerk will apply a label to the inbound side of the green return envelope. The benefit of Option 3 is that the ballot can be tracked in both directions, but there are downsides as well. The clerk will have to apply an individual label to both sides of each envelope, which will take extra time. Inbound tracking might not work if the USPS does a local sort of inbound mail (which frequently happens in the days leading up to election day). And inbound intelligent mail barcode labels, which print on the standard Avery labels used by clerks, may partially cover the preprinted addresses on custom return envelopes. This means clerks would either have to cut the labels so they don't cover the address or ask vendors to adjust the positioning of the address on return envelopes.

(4) Use a commercial ballot tracking software such as TrackMIBallot or BallotTrax. Costs for these services can be reimbursed through the November Supply Order (Supply Order 2.0).

## Helpful Links





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Michigan Bureau of Elections

# News Update

for Election Administrators

August 14, 2020



## Funding Opportunities for November

The Wednesday, August 12 News Update announced additional funding opportunities in advance of the November election. This article includes information about how to apply for these opportunities and additional things for jurisdictions to consider.

### Absent Voter Ballot Envelopes, Pre-Paid Return Postage, and Ballot Tracking

The state is continuing the absent voter ballot envelope funding program from August to ensure that jurisdictions can use custom-printed return envelopes for November. The Bureau will fund envelopes sufficient to cover 60 percent of each local jurisdiction's registered voters. Custom-printed envelopes will include all design elements mandated by the U.S. Postal Service (USPS) to ensure envelopes move through the mail system efficiently – including preprinted clerk mailing addresses, intelligent mail barcodes, facing identification marks, and election mail logos. Custom envelopes are more efficient and result in fewer problems than blank “stock” envelopes, which require clerks to address each individual envelope properly and which cannot be efficiently run through post office equipment.

If you already ordered custom-printed envelopes for August (or earlier), and you want more of the same kind, all you need to do is re-order for November. The Bureau will cover costs up to 60 percent of your registered voters. You should assess your own supply needs and consider remaining stock for August to determine whether your jurisdiction needs more envelopes. The highest turnout in a recent

## IN THIS ISSUE

- Funding for Opportunities November
- Supply Order 2.0
- PPE Survey
- New MVIC
- November Election Inspectors
- USPS Letter



### PPE Survey

[A survey](#) for jurisdictions to fill out for their November PPE delivery is now available. Please fill this survey out as soon as possible, but no later than Aug. 28.



### New MVIC

The Michigan Voter Information Center has been redesigned! You can view the new website at [Michigan.gov/Vote](https://Michigan.gov/Vote).



### USPS Letter



presidential election was 2008, when turnout was about 66 percent. In August, about 65 percent of those voting used absent voter ballots. Combining those percentages for November 2020 would mean about 43 percent of registered voters in the state voting an absent voter ballot for November, but it's possible the number will be higher in many communities.

As with August, if you already ordered custom-printed envelopes for 2020, the state will reimburse you for those purchases. This will be in addition to the August reimbursement, so jurisdictions that have already purchased custom envelopes for both August and November will now be eligible for reimbursement for custom envelopes they have already purchased up to 100 percent of their registered voters (depending on how many have already been purchased). Jurisdictions with stock (no address pre-printed) envelopes should continue to retain those for use with in-person absent voter ballots.

There is no form to fill out to purchase additional envelopes; clerks should simply contact their vendors. For clerks who have already purchased envelopes and are seeking reimbursement, the Bureau will circulate a reimbursement form. Please note that clerks will still need to pay for the cost of secrecy sleeves. If clerks are purchasing secrecy sleeves and envelopes from different vendors, they should verify that secrecy sleeves are compatible with envelopes.

#### *Consider Prepaid Postage Options*

Clerks should consider prepaid return postage on absent voter return envelopes in making envelope orders. As announced on Wednesday, the state will reimburse for prepaid postage on ballot return envelopes (that is, having the envelopes designed so they say "no postage required").

For purposes of purchasing envelopes, right now, clerks only need to decide if they will be using "postage prepaid" indicia on envelopes.

Local jurisdictions providing prepaid postage can choose which prepaid option works best for them.

Option 1: Add stamps to return envelopes. This solution requires no additional equipment (other than

[The USPS letter](#) referenced in Wednesday's News Update has been added to eLearning. The Bureau of Elections and Department of State remain in contact with the Postal Service to obtain more information about this letter and any expected changes to USPS service. Other states received the letter as well.

#### Helpful Links



stamps) and may be the best option for smaller jurisdictions. Custom-printed AV envelopes can be used with stamps without requiring a design change. Local jurisdictions can seek reimbursement for the costs of stamps.

Option 2: Run return envelopes through postage meters. This is similar to option 1 but requires a postage meter. Again, custom-printed AV envelopes can be run through a postage meter without the need to change the design of the custom-printed envelope. Local jurisdictions can seek reimbursement for the costs of metering the envelopes.

Option 3: Add postage-prepaid indicia to return envelopes. This solution will require the local jurisdiction to work with its vendor and the post office to redesign custom-printed envelopes. Depending on whether a local jurisdiction already had a postage prepaid account, this account also may need to be established. Local jurisdictions seeking this option should contact their vendor as soon as possible.

If clerks use postage-prepaid indicia on envelopes, they will be different than those that were used in the May election. For the May election, the state established sub-accounts for local jurisdictions to allow postage prepaid return envelopes paid for directly by the state. This option is not feasible to expand statewide for November because of the time required to establish each account and design each envelope. Therefore, clerks who are using postage prepaid indicia will need to use an account that will be billed to the local jurisdictions, and then be reimbursed by the state. However, jurisdictions that held May elections can use any remaining postage-prepaid envelopes from May, as long as they provide postage-prepaid envelopes to all of their voters.

#### *Ballot-Tracking Options for November*

In conjunction with Ann Arbor, Delta Township, and Sault Ste. Marie, the state piloted the Ballot Scout ballot-tracking software in August. Other jurisdictions have used TrackMIBallot and BallotTrax. We are still gathering information from our pilot to assess what will work best for the November election.

Please note, if you are interested in considering one of these options, it might require changes to your

envelope design. We do not expect it to require retesting, but it may cause a small delay the printing of your envelopes if changes are needed.

### **Tabulator Cost Share**

An [application for expanded funding opportunities](#) for tabulators, high-speed tabulators, and related software to be used with Absent Voter Counting Boards (AVCB) is now available in eLearning.

The program will work the same as the pre-August program. The reimbursement rate will be 50 percent of the tabulator and/or software costs, or \$30,000, whichever is less. Tabulators must be used in an Absent Voter Counting Board, but clerks with existing AVCB's are also eligible to receive cost share to order additional tabulators. Jurisdictions who have already received a cost-share grant in August are welcome to apply, but priority will be given to jurisdictions that did not already receive a cost-share grant in August.

Jurisdictions seeking funding may order both the high-speed tabulator and adjudication software if needed, but funding is capped. The following examples illustrate the funding options available:

Option 1: Get 50% reimbursement for a regular-speed or high-speed tabulator (up to \$30,000)

or

Option 2: Get 50% reimbursement for costs expended on high-speed tabulators and related software, capped at \$30,000.

Example: Jurisdiction spends \$36,000 on a high-speed tabulator and \$10,000 on adjudication software. State funding: \$23,000

Example: Jurisdiction spends \$36,000 on a high-speed tabulator and \$40,000 on adjudication software. State funding: \$30,000

The deadline to fill out the application is August 24, but time is short for vendors to ship tabulators and scanners by November and funding will be allocated to applicants on a first-come, first-serve basis so we recommend applying as soon as possible.

## **Supply Order 2.0**

Jurisdictions do not need to fill out any form in advance of purchasing supply orders that will be reimbursed by the state. As noted in Wednesday's news update, this will work differently from the supply order in two ways. First, jurisdictions will be reimbursed up to \$200 per precinct (including absent voter counting board precincts) for supplies. Second, jurisdictions can order supplies on their own and seek reimbursement rather than filling out the supply order form. Jurisdictions should note the following:

Because this funding is being provided as security- or health-related under the Help America Vote Act, the supplies must be purchased to help local jurisdictions conduct safe elections in light of COVID-19. This accounts for a broad range of spending, including spending on public communication, health and safety supplies, and supplies to account for increased vote by mail. However, it must be related to COVID-19 in some way. For example, a jurisdiction cannot seek reimbursement for purchasing the regular precinct kits that they were already planning to use for November, but they *can* seek reimbursement for additional cleaning products to add to precinct kits to allow extra sanitation under COVID-19.

Because of federal purchasing rules, jurisdictions that are spending and being reimbursed for \$5,000 or more (25 or more precincts) will have to either use a competitive bidding process or use a vendor with a state contract to purchase supplies. The Bureau will provide a list of vendors with state contracts and supplies available (any jurisdiction can purchase from these vendors, not just larger jurisdictions).

Purchases eligible for reimbursement include (but are not limited to) the following: PPE (masks, face shields, sneeze guards, gloves), hand sanitizer, soap, cleaning equipment, information signs and stickers, additional furniture, equipment, or space to allow for social distancing, any supplies or equipment associated with increased voting by mail (including additional envelopes, automatic letter openers, envelope folders, additional costs for pre-folded ballots, ballot drop boxes, and fees charged by vendors to mail applications or ballots).



## November Election Inspectors

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Michigan Bureau of Elections

# News Update

for Election Administrators

August 12, 2020



## Planned Initiatives and Funding for November

The Bureau of Elections and Department of State are preparing several additional initiatives and funding opportunities in advance of the November Election. More detail about participating in these programs will be announced later this week, but we are providing this information at this time to assist clerks in beginning to plan for ordering supplies.

### Absent Voter Ballot Envelope Purchases

The Bureau of Elections will fund custom absent voter ballot return envelopes equal to 60% of each jurisdiction's registered voters. This will be the same as the August program, except envelopes will be funded up to 60% rather than 40% of registered voters. Local jurisdictions should assess their own inventory needs based on the projected number of absent voter ballots for their jurisdiction and remaining supply from August. If clerks are purchasing secrecy sleeves and envelopes from different vendors, they should verify that the secrecy sleeves and envelopes are compatible. For example, some clerks reported that PSI sleeves do not fit easily into Election Source envelopes. Jurisdictions should begin contacting their vendors to order additional envelopes.

The envelopes, which were redesigned to ensure they comply with postal service standards, do not need to be redesigned for November unless local clerks wish to use postage prepaid envelopes or make changes to the positioning of the address to enable ballot tracking software. More information about ballot

## IN THIS ISSUE

- Planned Initiatives and Funding for November
- USPS Letter
- FOIA Requests
- Election Security Virtual Workshop
- Reminder: Township Office Filing Fees



## USPS Letter

The Department of State received a letter from the United States Postal Service regarding typical postal service delivery timelines and the delivery of absent voter ballots. Although the Bureau expects that most clerks are familiar with these typical timelines, both the Bureau and local clerks have worked to comply with post office standards to ensure timely delivery and prioritization of election mail. A copy of the letter will be posted in the eLearning Center, and the Bureau recommends clerks review it and their internal mailing procedures. Among other things, the Postal Service recommends elections officials use First-Class Mail, rather than Marketing Mail (nonprofit rate) to mail ballots.

The Secretary of State released the following statement regarding the letter:

"The department received the USPS letter and found that it

tracking software options for November will be announced later this week.

### **Return Postage on Absent Voter Ballot Envelopes**

The state will reimburse jurisdictions for providing return postage on absent voter ballot envelopes for November. Jurisdictions will have the option of running envelopes through meters, placing stamps on envelopes, or using postage prepaid return envelopes. The final option may require additional work with the post office and vendor to redesign envelopes if they are currently designed as courtesy reply envelopes that require stamps.

### **Tabulator Cost Share Extended**

The tabulator cost share grant will be extended for November. Jurisdictions that have already purchased tabulators under the prior cost share program are eligible to apply, but priority will be given to jurisdictions that have not placed orders. Jurisdictions should contact vendors as soon as possible to discuss placing additional orders for November.

### **Reimbursement for COVID-19 and Absentee Voting Supplies (Supply Order 2.0)**

Jurisdictions will be eligible for reimbursement for supplies purchased to assist with safety, social distancing, and the increased volume of mail ballots. This will allow jurisdictions to purchase items similar to the August Supply Order, but it will work differently in that jurisdictions will purchase items themselves and be able to submit for reimbursements. Jurisdictions will be able to purchase items from vendors on state contracts as well. This allows local jurisdictions more flexibility in obtaining items sooner. Eligible items will include additional PPE, signs and stickers, tabulators, automatic letter openers, ballot drop boxes, and other items included in the August supply order. Jurisdictions will be reimbursed up to \$200 per precinct (including absent voter counting board precincts) for purchases. More information about the reimbursement program and eligible supplies will be available later this week.

### **PPE Delivery**

The state will again deliver PPE to precincts. Jurisdictions should expect to receive largely the same supplies as August, but there will be some

reiterates the importance of a number of things we are already doing. We have been working with USPS officials in Michigan to ensure that election mailings are prioritized in their system. The changes we have made — to our envelopes, our guidance to clerks, and the recommendations we make to voters about when to mail their ballots — are the direct result of that collaboration, which we expect will continue. If this letter aims to backtrack on that collaboration or the promise of prioritization of election mail, that would be very concerning.”



The third and final scheduled Election Security Workshop is Tuesday, August 18. Please join the Michigan Bureau of Elections, DTMB, Michigan State Police, and Department of Homeland Security for this program, which covers critical election security issues for 2020. Please RSVP to [Brown30@Michigan.gov](mailto:Brown30@Michigan.gov) by August 15 to participate in this workshop.



changes. For example, the hand sanitizer will be a different product but will likely be liquid-based because of the difficulty in sourcing large amounts of gel-based hand sanitizer. Clerks should save and identify pumps and spray bottles for use (including those provided in August) with hand sanitizer and cleaning products. Additionally, the November precinct supply kits likely will not include cleaning products; local jurisdictions should begin identifying local sources for these products.

### **AV Postcard**

In advance of the November Election, the Department of State will be mailing postcards to voters who have not requested absent voter ballots informing them of opportunities to apply for absent voter ballots for November. We expect more information on the postcards, which will start to be mailed later this month, to be announced tomorrow.



### **FOIA Requests**

We are aware that a number of jurisdictions have received FOIA requests related to election worker and process information or electronic tabulation information. We have reviewed the request and want to provide helpful, but not comprehensive, information. Specifics should be directed to your attorney.

In answering the request(s), you should treat it as any other FOIA you have received. As always, you should check with your attorney prior to answering the request. If you have records to provide, discuss with your attorney on whether any applicable exemptions apply. If you do not have records that are responsive to the request, respond as you would to any other FOIA request requesting documents you do not have. Some of the requests appear to be broad and vague, so you should also discuss the best plan with your attorney for answering those particular requests. Review the clerk accreditation manual that is



### **Reminder: Township Office Filings**

Candidates filing for Township offices may now file a \$100.00 filing fee in lieu of petitions. In a vote for 1 race, this filing fee is refundable if the candidate wins their nomination or comes in second. For the trustee positions, refunds are due to all trustee candidates who achieve nomination and up to a matching number of candidates who do not. For example, if there are 2 trustee positions available, the top 4 candidates from each party would receive a refund. Work with your township Treasurer to establish appropriate accounting measures for this fee.

### **Helpful Links**



available on the Bureau of Elections' website and the signature verification standards in ELearning. It appears that chapters 6, 8 and 13 of the accreditation manual may have some helpful information to provide in response.

Any specific question on what documents should be produced or how you should respond must be directed to your attorney. The Bureau does not administer FOIA and cannot provide you with legal advice or guidance on how to answer the request.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk email accounts. If other election administrators would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

It is recommended that you add [misos@govsubscriptions.michigan.gov](mailto:misos@govsubscriptions.michigan.gov) and [MISOS@public.govdelivery.com](mailto:MISOS@public.govdelivery.com) to your safe senders list.



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Michigan Bureau of Elections

# News Update

for Election Administrators

August 7, 2020

*Thank You!*

**Again!**

Michigan's election officials met the challenge again. This primary election was one of the most difficult we've had to administer and unprecedented in so many ways – including record-high turnout, a two-fold increase in absent voter ballot applications from March, and a primary election during a pandemic – but jurisdictions across the state held successful elections on Tuesday.

Michigan voters returned more than 1.6 million absent voter ballots. Not only is a record number of absent voter ballots cast in any election in Michigan – including November elections – the absent voter ballot totals alone exceed the total *turnout* in any August presidential year election in [Michigan history](#). The overall turnout of 2.5 million also broke a record for any August Election. Although polling places were mostly quiet on Election Day, the lead up to it required a tremendous amount of effort over recent weeks and months - and for some jurisdictions "Election Day" continued well into Wednesday.

In addition to the challenges the COVID-19 pandemic has caused on a personal level, Election officials also had to overcome resource shortages, polling place unavailability, the need to replace election workers, fiscal and economic challenges, staff and voter concerns.

Despite all of these obstacles, election officials and workers got the job done. Thank you to the city, township, and county clerks, deputies, election directors, staff, poll workers, and volunteers who all rose to the occasion and worked together to ensure elections could continue in our state.

## IN THIS ISSUE

- Thank You! Again!
- Updating Voting History
- AV Ballot Tracking for Ballots Returned Late
- Recount Reminders
- Provisional Ballot Report Available in eLearning
- Michigan Voter Information Center (MVIC) Website Redesign Coming Soon!



### AV Ballot Tracking for Ballots Returned Late

Please continue to use the AV Details screen to track ballots returned by voters after the election. First, Receive the ballot with the late receipt date. Then select Ballot Status to open up the window to mark the ballot Rejected, then select the rejection reason of "Ballot Returned after 8 PM by Election Day" from the dropdown menu. For more information on the use of the AV Details to track the ballots, refer to Chapter 6 of the QVF Refresh Manual.



## Updating Voting History

Election History for the August 4, 2020 election should be uploaded immediately and no later than within seven days of the election. All voting history must be entered now.

Corrections should be entered as soon as possible following the county canvass. Updating voting history changes "verify" or "challenged" statuses to "active" and turns off the cancellation countdown where necessary.

There are some circumstances that require you to manually add or remove a voter's history for an election including:

- Voters added to the Unlisted tab in the ePollbook or manually added to the Precinct List, once voter registration issues have been resolved (Any voter with a DL/PID entered on to the Unlisted tab is updated automatically and doesn't need to be manually updated)
- Voters who received provisional envelope ballots: If counted.
- You must also manually remove voting history for AV voters whose ballots were received in QVF and rejected later. The most common reasons for this are a voter passing away before Election Day or a voter failing to sign the AV envelope by Election Day.

**SPECIAL NOTE:** If an election other than August 4, 2020 was downloaded and used on Election Day, you **MUST MANUALLY** enter the voting history. **DO NOT** upload the EPB voter history file for a wrong election.

For instructions on manually recording voting history and/or making corrections, review the QVF Refresh Manual Chapter 5.



## Provisional Ballot Report Available in eLearning

The Provisional Ballot Report is now available in eLearning. **Remember, the election law requires you to complete the report by August 11!**

**Within 7 days after an election**, city and township clerks must report totals by precinct of voters appearing in the polling place who:

- were not listed in the ePollbook or precinct list and completed a [Provisional Ballot Form](#); or
- signed the [Affidavit of Voter Not in Possession of Picture ID](#) (back of the Application to Vote).

This report satisfies the election law requirements that apply to your jurisdiction ([MCL 168.813\(3\)-\(4\)](#) for cities and townships and [MCL 168.829\(2\)-\(3\)](#) for counties).

Download [this worksheet](#) to help you organize your numbers before filling out the report. This will make completing the report much easier!

Jurisdictions with a large number of precincts can enter their data into [this formatted spreadsheet](#) and upload the spreadsheet instead of typing into the report table.

To open the online form:



## Recount Reminders

Michigan election law stipulates that a candidate who seeks nomination or election to the office of U.S. Senate, U.S. Representative in Congress, State Representative or a judicial office (except Probate Judge) who wishes to obtain a recount must file with the Secretary of State. Please keep this requirement in mind if you are contacted by any U.S. Senate, U.S. House, State Senate, State House, or judicial candidates (except Probate Judge), who wish to seek a recount after the August 7 primary election. County and local recounts requested after the August 7 primary election **may not be conducted** until written clearance is received through the Michigan Department of State's Bureau of Elections.

**County election officials:** Please remember that the Recount fee schedule and petition have changed in recent years, both of which can be found in the Appendix of the [Board of County Canvassers Manual](#). *The petition for recount must allege that they possess a good-faith belief that they would have had a reasonable chance of winning the election.* You can read further about the recount process in our [General Overview](#).

### Important Dates:

- County Canvassing Boards convened by 9 a.m. on August 6, 2020 to initiate canvass of primary.
- County Canvassing Boards complete canvass of primary no later than August 18, 2020.
- Results for county and local offices are certified as official. Results for state level offices are forwarded to Secretary of State within 24 hours.
- County, local, and Probate Judge candidates must submit recount petitions within six days of the certification of results of the office involved by the Board of County Canvassers.

1. Log into the Elections eLearning Center [using this link](#) (if it does not go directly to the report, search for August 2020 Provisional Ballot Submit Form).
2. If necessary, click the launch button.
3. The online form should open in a new window. If this does not happen immediately, allow pop up windows using [these directions](#).
4. Enter the information requested in the form.
5. Click the **Submit** button at the bottom of the form to send your information, and you will be taken to a confirmation page. **If you do not see the confirmation page, we will not receive your report.**
6. You will receive an email at the address you provided in the form.
7. Mark the report complete in the Transcript box in the eLearning Center.

Counties, cities, and townships can immediately see what reports we've received by viewing the [Received Provisional Ballot/Not in Possession of ID Reports](#) in the eLearning Center.

Remember, this report is different than the actual

- The Board of State Canvassers must meet on or before August 24, 2020. Board authorizes staff to act on its behalf if recounts are requested.
- Federal, state, and judicial offices must submit recount petitions within 48 hours of the certification.

## Michigan Voter Information Center (MVIC) Website Redesign Coming Soon!



The Department of State and Bureau of Elections partnered with the Center for Civic Design to redesign and restructure the MVIC website. We anticipate that the new changes will go public early next week. The website was redesigned to assist voters in finding answers to their questions in a quick and easy manner. All the same content will be available but will be organized in a more user-friendly way.

Instead of being greeted with the “Am I registered” tool with other information on the left pane, the public facing website will display voter options and information so they can more easily find what they need.

The areas include the following:

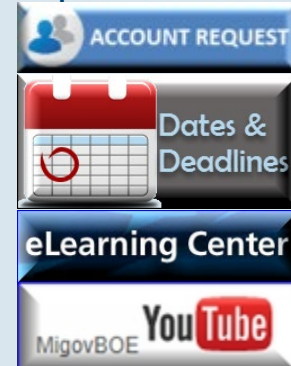
1. Voter information
2. Voting at home/absentee voting
3. Registering to vote
4. Voting in person
5. Accessible voting
6. Polling place locator

In addition to these changes, you will note that the left pane is also organized into different headings.

vote results of provisional envelope ballots determined to be valid after the election. Those results must be sent to your county clerk to be included in the canvass. Please review [Chapter 16, page 4 of the Election Officials' Manual](#) if you have any provisional envelope ballots.

Reminder -- don't report the number of your AV ballots on the Provisional Ballot Report. That number will be much higher and is not necessary to include! This is strictly for you to report the number of in-person provisional ballots issued (either affidavit or envelope) in each precinct on Election Day, along with the number of voters who filled out the Affidavit of Voter Not in Possession of ID. All cities and townships must submit this report, even if '0' provisional ballot forms were completed or '0' Affidavits of Voter Not in Possession of ID were completed by voters -- please submit the report with '0' recorded.

### Helpful Links







Michigan Bureau of Elections

# News Update

for Election Administrators

August 5, 2020

## Provisional Ballot Report Available in eLearning



The Provisional Ballot Report is now available in eLearning. **Remember, the election law requires you to complete the report by August 11!**

**Within 7 days after an election**, city and township clerks must report totals by precinct of voters appearing in the polling place who:

- were not listed in the ePollbook or precinct list and completed a [Provisional Ballot Form](#); or
- signed the [Affidavit of Voter Not in Possession of Picture ID](#) (back of the Application to Vote).

This report satisfies the election law requirements that apply to your jurisdiction ([MCL 168.813\(3\)-\(4\)](#) for cities and townships and [MCL 168.829\(2\)-\(3\)](#) for counties).

Download [this worksheet](#) to help you organize your numbers before filling out the report. This will make completing the report much easier!

Jurisdictions with a large number of precincts can enter their data into [this formatted spreadsheet](#) and upload the spreadsheet instead of typing into the report table.

To open the online form:

1. Log into the Elections eLearning Center [using this link](#) (if it does not go directly to the report, search for August 2020 Provisional Ballot Submit Form).

## IN THIS ISSUE

- Provisional Ballot/Voter Not in Possession of ID Report

## Helpful Links





2. If necessary, click the launch button.
3. The online form should open in a new window. If this does not happen immediately, allow pop up windows using [these directions](#).
4. Enter the information requested in the form.
5. Click the **Submit** button at the bottom of the form to send your information, and you will be taken to a confirmation page. **If you do not see the confirmation page, we will not receive your report.**
6. You will receive an email at the address you provided in the form.
7. Mark the report complete in the Transcript box in the eLearning Center.

Counties, cities, and townships can immediately see what reports we've received by viewing the [Received Provisional Ballot/Not in Possession of ID Reports](#) in the eLearning Center.

Remember, this report is different than the actual vote results of provisional envelope ballots determined to be valid after the election. Those results must be sent to your county clerk to be included in the canvass. Please review [Chapter 16, page 4 of the Election Officials' Manual](#) if you have any provisional envelope ballots.

Reminder -- don't report the number of your AV ballots on the Provisional Ballot Report. That number will be much higher and is not necessary to include! This is strictly for you to report the number of in-person provisional ballots issued (either affidavit or envelope) in each precinct on Election Day, along with the number of voters who filled out the Affidavit of Voter Not in Possession of ID. All cities and townships must submit this report, even if '0' provisional ballot forms were completed or '0' Affidavits of Voter Not in Possession of ID were completed by voters -- please submit the report with '0' recorded.



Michigan Bureau of Elections

# News Update

for Election Administrators

July 31, 2020



## Voter Registration Forms

The Bureau of Elections has been continuing to forward to local clerks all voter registration applications that were mailed to the state. Voter registration forms postmarked at least 15 days before the Election (July 20 or earlier) should result in registration effective for the upcoming election. You may find that some of these voter registration applications are duplicate registrations.

The last round of voter registrations postmarked July 20 or earlier (15 days before August 4) have been forwarded to local jurisdictions and will continue to arrive through Monday. Please check mail and UPS deliveries on Saturday and Monday for any last-minute voter registration forms.

In some cases where it will be impossible to ship the paper voter registration form to the clerk in time, the Bureau of Elections is scanning and emailing voter registration forms to the clerk. Clerks should monitor email as well.



## Clerk's Offices, Drop Boxes and Election Day

### Table of Contents

- Voter Registration Forms
- Clerk's Offices, Drop Boxes and Election Day

Clerks should expect to see significant number of voters dropping off absent voter ballots at clerks' offices this weekend. Clerks should be sure to mark and publicize ballot drop boxes clearly to minimize the number of voters entering the office unnecessarily.

Voters visiting clerks' offices for the purpose of voting are strongly encouraged to wear masks. Voters not wearing masks must be given the opportunity to register to vote and if applicable, apply for and submit absent voter ballots. Recommendations in the [BOE Safety and Accessibility Guidelines](#) can be modified to allow alternative methods of processing voter registrations and absent ballots to voters. Campaigning and electioneering is not permissible within 100 feet of clerks' offices on Election Day.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk email accounts. If other election administrators would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

It is recommended that you add [misos@govsubscriptions.michigan.gov](mailto:misos@govsubscriptions.michigan.gov) and [MISOS@public.govdelivery.com](mailto:MISOS@public.govdelivery.com) to your safe senders list.



Questions?  
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Michigan Bureau of Elections

# News Update

for Election Administrators

July 30, 2020



## Drop Box Location Survey

If you haven't already, please fill out [this survey](#) to let us know if you currently have a drop box and its location. We have made [this document](#) available to voters to find the drop box location and hours in their jurisdiction. If you fill out the survey, your information will be added to the list.



## Precinct Delegate Certification

Due to a change in election law, precinct delegates are no longer certified in the precinct. However, a few precinct procedures and responsibilities remain. The previously used Delegate to the County Convention canvass and certification booklet is no longer required. Please use our [Election Day Precinct Delegate Guide](#) to assist your precinct inspectors in their duties pertaining to precinct delegates on August 4<sup>th</sup>.

### Table of Contents

- Drop Box Location Survey
- Absentee Voters in the Polls
- Precinct Delegate Certification
- Election Day Field Staff
- Executive Order 2020-16



## Absentee Voters in Polls

Recognizing the increase in the issuance of absentee ballots and the possibility that a number of absentee ballots may not be returned to the local clerk prior to the election, a number of voters may appear at their precinct requesting to vote in person. Election inspectors operating the electronic poll book will need to be aware of a voter's status should their record be flagged as AV Sent or AV Received requiring additional communication with the clerk's office and be able to effectively communicate to the voter their ballot options in the precinct. Please review [our guidance](#) in eLearning.



## Executive Order 2020-16

The Governor issued an updated Executive Order on social gatherings, [Executive Order 2020-160](#). As with the previous version of this order, it does not apply to gathering in the polling place or absent voter counting boards for voting and counting ballots. The Governor's office has released [an FAQ document](#) that explains this further.



### Election Day Field Staff

As was done in the March Election, Michigan Department of State staff will be traveling to locations across the state on Election Day to help monitor any issues that arise and provide support that local officials request. Any MDOS staff that visit polling places or clerk's offices will communicate any questions or concerns to the Precinct Chair and Clerk. Clerks needing support on Election Day should contact the Bureau of Elections:

QVF Help Desk: 800-310-5697

Election specialists: 517-335-3237

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk email accounts. If other election administrators would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

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Michigan Bureau of Elections

# News Update

for Election Administrators

July 29, 2020



## Election Day Supply Order Updates

As noted in Friday's newsletter, although some items from the Staples supply order are arriving after August 4, the Bureau is working with Staples to prioritize polling place materials for Election Day. Many clerks should have already received plexiglass sneeze guards. For some jurisdictions, where Staples was unable to meet supply needs, the Department of State has manufactured sneeze guards that will be delivered to jurisdictions via UPS this week. The State is also sending social distancing stickers to those jurisdictions who ordered supplies that Staples was unable to deliver. If you ordered sneeze guards or stickers and have not received them by Friday, please contact Charamy Cleary at [ClearyC@Michigan.gov](mailto:ClearyC@Michigan.gov).

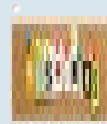


## HTML Accessible Absent Voter Ballots

Voters who have requested accessible absent voter ballots for the August Election now have the option of requesting a ballot in HTML form instead of PDF form. Voters may choose to request an HTML ballot if the PDF ballot is not working with the assistive technology they are using. Voters who have requested an accessible absent

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- Election Day Supply Order Update
- Additional Resources to Prepare for Election Day
- HTML Accessible Absent Voter Ballots
- AV Applications
- Emergencies on Election Day
- BOE Technical Support
- Delivery of Results on Election Night
- Election Day Registration at Clerk's Office Reminders
- Use the Auxiliary Bin if Tabulators Go Down
- Reminder Saturday and/or Sunday Office Hours, AV Ballot Issuance and Voter Registration
- Useful Links
- EPB Best Practices



### Additional Resources to Prepare for Election Day

Additional short guides to addressing [poll worker shortages](#), [polling place](#)

voter ballot can request an HTML ballot by emailing the Bureau of Elections at [Elections@Michigan.gov](mailto:Elections@Michigan.gov). The voter must **have applied for an** accessible absent voter ballot **with the clerk** before requesting the HTML ballot. If a voter requests an HTML ballot, the Bureau of Elections will email the ballot to the voter and copy the clerk. The voter will print and return the ballot in the same way the voter prints and returns a PDF accessible ballot.



## BOE Technical Support

The following support will be available from the QVF Help Desk and BOE election specialists prior to and on Aug. 4:

Friday, July 31: The QVF Help Desk will provide support from 8:00 a.m. until 5 p.m. Election specialists will provide support from 8:00 a.m. until 6 p.m.

Saturday, Aug. 1, and Sunday, Aug. 2: The QVF Help Desk and election specialists will provide support from 8 a.m. until 5 p.m.

Monday, Aug 3: The QVF Help Desk will be available from 8 a.m. until 6 p.m. Election specialists will provide support from 8:00 a.m. until 8:00 p.m.

Election Day (Tuesday, Aug. 4): The QVF Help Desk and Election Specialists will be available from 6:30 a.m. until 10:30 p.m.

**\*NOTE:** If your call goes to voicemail, please leave a detailed message and your call will be returned as quickly as possible.

### Phone numbers

QVF Help Desk: 800-310-5697

Election specialists: 517-335-3237

[changes](#), and [campaigning at the polling place](#) are available in eLearning. Links to these resources are also available below. Election workers continue to sign up through the Democracy MVP program, so please email Colleen Garety at [GaretyC@Michigan.Gov](mailto:GaretyC@Michigan.Gov) if you need emergency poll workers.



## AV Applications

Clerks should monitor their QVF inbox to ensure there are no unprocessed online AV applications. Clerks who appeared to have unprocessed applications received an email from the Bureau of Elections this morning. Many clerks have responded indicating that they have processed all applications; if you are caught up on applications, you can disregard the email. The online AV application tool will come down on Friday, July 31 at 5 p.m., and currently includes a banner warning voters of upcoming deadlines.

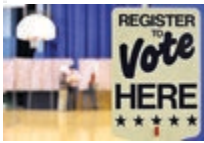


## Emergencies on Election Day

As the August primary approaches, it is important to take a moment or two to review emergency procedures. For issues specific to COVID-19, see the [BOE Safety Guidelines](#). Remember: County and local clerks cannot shorten or extend the polling hours unless or until directed to do so by individuals who retain the proper legal authority. If



Review the [Bureau of Elections Contact Information for Election Officials](#) to get connected to the correct division faster.



## **Election Day Registration at Clerk's Office Reminders**

On Election Day, there should be no campaigning or solicitation within 100 feet of the entrance to the clerk's office.

Anyone in line to register and vote at 8 p.m. must be provided the opportunity to do so. You may not turn away people who are in line at 8 p.m.

You should inform precinct inspectors that the AV ballots for voters in line at the close of polls will be sent to either the precinct or the AV counting board after all voters have had the opportunity to vote, and they must not close down the polls until all AV ballots have been delivered and processed. This is not a change from prior elections, as it was already necessary to wait for AV ballots that might be delivered by 8 p.m. on Election Day; however, there will likely be an increased number this year.



## **Reminders: Saturday and/or Sunday Office Hours, AV Ballot Issuance and Voter Registration**

Absentee ballots may be mailed via first-class mail to a voter up until 5 p.m. Friday, July 31. Accessible Absentee ballots may be emailed up until Friday, July 31. Local clerks or other authorized personnel appointed by the clerk must be available in the clerk's office for at least 8 hours offered in some combination of hours Saturday, Aug. 1, and/or Sunday, Aug. 2. On Saturday and/or Sunday, voters may register to vote with residency verification and/or request an absentee ballot in person. During that weekend, voters may take any AV ballot

an emergency occurs within your jurisdiction that could potentially interrupt the voting process or that closes one or more polling places in your jurisdiction, take direction from local law enforcement officials and call the Bureau of Elections as soon as possible. If it is necessary to evacuate a polling place for any reason, instruct the precinct board to take possession of the pollbook before leaving the place.

If an emergency occurs outside your jurisdiction that raises questions about the possible interruption of the voting process or the suspension of the election, do not take action unless or until you receive direction from the Bureau of Elections. Polling hours cannot be extended beyond 8 p.m. without a court order.

### *Reminders:*

Tabulators and some VATs will run for a significant amount of time if properly charged. Keep devices charging on Election Day!

In the event of a wide-scale emergency on Election Day, the Bureau of Elections will send an urgent News Update.



## **Delivery of Results on Election Night**

For this election, MCL 168.809(1) requires city and township clerks to immediately deliver election materials to the county on election night. Clerks may not wait until the next day to

issued with them - it doesn't have to be voted in the clerk's office. The emergency absentee ballot window starts after 5 p.m. Friday, July 31 and goes through 4 p.m. Election Day.

On Monday, Aug. 3, voters may request an absentee ballot in person and vote the ballot in the clerk's office until 4 p.m.

On Election Day, voters who register to vote with the local clerk must show residency verification and may vote either an absent voter ballot with the clerk or vote at the precinct.

**Remember, you must have AV ballots for every precinct in the clerk's office and satellite offices on Election Day for voters registering on Election Day or changing their address who wish to vote an AV ballot at the same time.**

Absentee ballots must be returned by 8 p.m. Election Day.

Check the post office after normal delivery for late-arriving ballots on Election Day.

For full instruction on the absentee voting process review [Chapter 6 of the Election Officials' Manual](#).



## Electronic Pollbook Best Practices

As the August 4, 2020 State Primary approaches, please remember some important requirements for a successful ePollbook download experience:

- **Use Internet Explorer 11** (light blue icon with gold ring). If you use Google Chrome, you do not get asked to save or open files and files will download to your default download location which is usually your "Downloads" folder.

deliver the Statement of Votes envelopes.



## Use the Auxiliary Bin if Tabulators Go Down

If problems occur on Election Day with a tabulator, you must continue to process voters as normal. Voters should be instructed to place their voted ballot in the auxiliary bin of the tabulator and must never be told to wait or come back later while the tabulator issue is addressed.



## Useful Links

[In the Precinct](#)

[BOE Safety Guidelines](#)

[Challenger Booklet](#)

[Election Inspectors' Procedures Manual - Flipchart](#)

[Electronic Pollbook User Manual](#)

[Election Day Issues - Ch. 11 Election Officials' Manual](#)

[Precinct Canvass - Closing the Polls - Ch. 12 Election Officials' Manual](#)

[Accessibility Training](#)

[Voter Assist Terminal Instructions](#)

- **Download the EPB once** by selecting all precincts and exporting once to the folder on your desktop for the specified election. **Do not do a separate download for each of the multiple precincts.** That inefficiency wastes your time and our shared resources during a time-sensitive process. Multiple simultaneous downloads by a jurisdiction's users will fail even when using different computers. Instead, it is best to download once to the desktop folder and copy to each flash drive.

**As a precaution,** we recommend you save a copy of the following to your desktop folder at the end of your weekend hours:

- ePollbook files
- AV List
- Precinct List

These files should only be used in the event that the new files cannot be downloaded after 4 p.m. the day before the election.

[Emergency Appointment of Election Workers and Relocation of Precincts](#)

[August 4th Campaigning Guidelines for Precinct Workers](#)

[Alternative Voting Options](#)

[Processing AVs in the Precinct on Election Day](#)

[Processing Ballots in an Absent Voter Counting Board PDF](#)

[Processing Ballots in an Absent Voter Counting Board Video](#)

[Affidavit of Lost or Destroyed Absent Voter Ballot](#)

[Other information](#)

[Registration within 14 Days of Election Day](#)

[Request to Spoil Absent Voter Ballot Form](#)

[Ballot Shortage Instructions](#)

[Ballot hand counting and tallying instructions](#)

[Receiving Board Guide and Checklist](#)

[Violations of Michigan and Federal Election Law Relevant to Election Day](#)

[Emergencies](#)

[Emergency Response Template](#)

[Countering Misinformation](#)



Michigan Bureau of Elections

# News Update

for Election Administrators

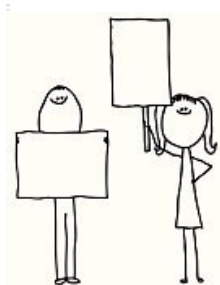
July 24, 2020



## Polling Locations and Election Inspectors

Clerks should continue to verify that polling locations will be available on August 4. If a polling location unexpectedly becomes unavailable, clerks are encouraged to contact the Bureau of Elections to discuss emergency procedures.

Clerks can also appoint emergency election inspectors if necessary to ensure they have enough inspectors between now and August 4. Interested election inspectors continue to sign up through the Democracy MVP program. If you need emergency election inspectors, please contact Colleen Garety at [GaretyC@Michigan.Gov](mailto:GaretyC@Michigan.Gov).



## Campaign Materials in the Polling Place

The Michigan Election Law prohibits a person from posting, displaying, or distributing inside a polling place or any hallway used by voters to enter or exit a polling place, or within 100 feet of an entrance to a building in which a polling place is located, "any

### Table of Contents

- Polling Locations and Election Inspectors
- Campaign Materials in the Polling Place
- Election Security Virtual Workshop
- Remote Meetings
- PPE/Supply Update



## Election Security Virtual Workshop



The third and final scheduled Election Security Workshop is Tuesday, August 18. Please join the Michigan Bureau of Elections, DTMB, Michigan State Police, and

material that directly or indirectly makes reference to an election, a candidate, or a ballot question.” This restriction applies to candidates and ballot proposals appearing on the ballot at the election, but it does not apply to official election materials that are required by law to be posted, displayed, or distributed in a polling place on Election Day.

The following activities are prohibited:

- Displaying “pro and con” information or “vote for/against” materials regarding the candidates or proposals that appear on the ballot. This does not include school gear that does not say “vote for/against.”
- Approaching voters to verbally encourage them to vote for or against any person or question on the ballot.
- Distributing any type of campaign literature or write-in stickers.
- Displaying campaign signs, posters, or bumper stickers.
- Collecting petition signatures.
- Requesting donations, selling tickets or engaging in similar activities.
- Clothing and accessories may not display common slogans that refer to a candidate, campaign, or political party or interest group on the current election’s ballot. This would include any known slogan of a candidate appearing on the ballot.
- Party insignia, mascots, or emblems can’t be visible on clothing or accessories.

Election inspectors should direct voters to remove campaign buttons or cover up clothing that refers to a candidate, campaign slogan, or political party or interest group as they enter the polling place.

\*Remember, if your polling place is located within a city or township hall or facility, ensure that the names and pictures of all officials on the current election’s ballot are removed or covered.

Department of Homeland Security for this program, which covers critical election security issues for 2020. Please RSVP to [Browna30@Michigan.gov](mailto:Browna30@Michigan.gov) by August 15 to participate in this workshop.



### **PPE, Supply Orders, and Ballot Drop Boxes Update**

The precinct PPE supplies have all been delivered to the County Clerks for distribution. Local and county clerks should connect as soon as possible to arrange distribution to local clerks. Delivery of ballot drop boxes has begun and will continue into mid-September; jurisdictions that don’t receive drop boxes before Aug. 4 will have them in time for the November Election.

Distribution of the supply order from Staples is in progress. Some out-of-stock items will be delivered after Aug. 4. The Bureau of Elections is working with Staples to prioritize delivery of sneeze guards and barriers before Election Day. We will keep you updated throughout the week.



## Remote Meetings

Executive Order 2020-154, which permits remote public meetings, allows post-election canvasses to be conducted using remote procedures. The Bureau of Elections has released an [updated guide on remote canvass procedures](#) for the August election.

As noted in Monday's Newsletter, Public Accuracy Testing can also be conducted remotely. [A sample notice](#) of Remote Public Accuracy Testing is available on eLearning.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk email accounts. If other election administrators would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

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Michigan Bureau of Elections

# News Update

for Election Administrators

July 21, 2020



## Accessibility Training

A [new training resource on voting accessibility in the polling place](#) has been added to eLearning. [This resource](#) is also available on our YouTube channel. The training video includes guidance on making sure the polling place is physically available, providing assistance to voters who request it, and facilitating the availability of voter assist terminals and other assistive resources. A checklist to ensure polling places are accessible is also included in the [Safety and Accessibility Guidelines](#).



## Masks and Face Coverings in the Polling Place

As explained in the July 17 News Update and the Safety and Accessibility guidelines, [Executive Order 2020-153](#) says that if voters are in the polling place for the purposes of voting in an election, they are strongly encouraged, but not required, to wear face coverings. Individuals in the polling place for other purposes, such as election inspectors, challengers, poll watchers, and members of the media are required to wear face coverings unless they meet one of the other exceptions in the executive order – such as if they are unable to medically tolerate a mask.

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- Accessibility Training
- Public Accuracy Testing Can be Performed with Remote Public Meeting
- Masks and Face Coverings in the Polling Place
- Clerk's Office Availability for In-Person Transactions
- Voter Registration within 14 Days of an Election



## Public Accuracy Testing Can be Performed with Remote Public Meeting

For the Aug. 4 election, local jurisdictions may conduct Public Accuracy Testing using a remote public meeting method. This is permitted under [Executive Order 2020-129](#), which temporarily authorizes remote participation in public meetings. Local jurisdictions can conduct a public accuracy test using a live remote method such as Zoom or Skype if they have the technology to do so.





## Voter Registration within 14 Days of an Election

Today, July 21, is the 14<sup>th</sup> Day before the Aug. 4, 2020 election. In order to register between now and Aug. 4 and be eligible to vote on Aug. 4, voters must register in person with their local clerk and provide residency verification. Starting today and continuing through Election Day, Secretary of State branch offices and agencies of the Department of Health and Human Services that provide voter registration services will be providing customers who register with a notice informing the voter that he or she needs to take additional steps to vote in the upcoming election. A [sample notice](#) can be viewed in the eLearning Center. Any voter registered by mail with a registration form postmarked after July 20 also must be sent a notice. This notice is automatically generated in QVF but may also be generated by clicking on the Voter Notice button located on the Voter Registration screen. The notice prints in a format that can be folded and placed in a windowed envelope. While this notice always must be sent by mail, we strongly encourage clerks to use any phone number or email address provided to inform the voter of the additional steps needed to vote in the upcoming election. A [sample notice](#) can be viewed in the eLearning Center.

Beginning July 21, voters still may register and be eligible to vote in the August election by appearing in person in the clerk's office and providing residency verification. A [short guide](#) to registration and ballot issuance within 14 days of Election Day has been added to eLearning. When selecting Clerk's Office and Other as the Registration Location in QVF, the system will prompt you to select what type of Residency Verification was provided. A receipt will be generated automatically in QVF or by clicking on the Voter Receipt button located on the Voter Registration screen. You must provide this receipt to the voter. A [sample receipt](#) can be viewed in the Learning Center.

NOTE: Registration forms for those who register in the 0-14 day time period and receive a challenged ballot because they provided residency verification other than a Michigan driver's license or personal ID must be retained for 6 years.



## Clerk's Office Availability for In-Person Transactions

If clerk's offices have adjusted hours or limited availability – for example, if city hall is generally closed to the public – clerks should be sure to share these adjustments to hours and availability with the public, including how voters who need to visit the clerk's office for voter registration, absent voter ballots, or other election-related purposes may access the clerk's office. This notice should be provided on the clerk's website, phone answering machine/voicemail, social media channels, and other methods by which the clerk's office communicates with the public. Clerks should also advertise where and when ballot drop boxes are available.

Remember that military and overseas civilians have additional options to register. Information for military and overseas voters is [available here](#). For additional information, see [Chapter 2 of the Election Officials' Manual](#).

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk email accounts. If other election administrators would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

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Michigan Bureau of Elections

# News Update

for Election Administrators

July 17, 2020



## Face Covering Requirements in the Polling Place

Executive Order 2020-153, published by Governor Whitmer today, says that voters are strongly encouraged to wear face coverings, but the requirement to wear a face covering inside does not apply to voters who are at a polling place for purposes of voting in an election.

Voters should be strongly encouraged to wear masks but cannot be denied the ability to vote because they are not wearing a mask. We recommend that polling places have extra masks available for voters who arrive without a mask. Each precinct is being provided with 50 masks by the Bureau of Elections; surplus masks can be offered to voters. If voters are not wearing masks, poll workers can encourage them to use curbside voting or direct them to voting areas that are at a greater distance from other locations within the polling place. However, voters cannot be denied the ability to vote because they are not wearing a mask. If a voter refuses to wear a mask and refuses voting alternatives such as curbside voting, election workers should facilitate the voter's ability to cast a ballot while preserving social distancing, rather than attempting to confront the voter. For example, the voter can be discretely directed to the voting station that is most isolated from other areas in the polling place.

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- Face Covering Requirements in the Polling Place
- Building Capacity Limits, Polling Places, and AVCBs
- Updated Polling Place Safety and Accessibility Guidelines
- August 4 Election Flyer
- QVF Software Release
- Write-In Filing Deadline



## Building Capacity Limits, Polling Places, and Absent Voter Counting Boards

The Bureau has received questions on whether building capacity limits in Executive Order 2020-110 and Executive Order 2020-115 apply to polling locations and absent voter counting boards. According to FAQs posted on Michigan.Gov for [2020-110](#) and [2020-115](#), the gathering and event limitations in these orders do not apply to voters



## Updated Polling Place Safety and Accessibility Guidelines

The polling place safety and accessibility guidelines have been updated. The [new version](#) is available in eLearning. The document has been updated to include Executive Order 2020-153, clarify that local guidance may vary on gloves and other equipment, and include sample language for poll workers and posters on masks, social distancing, and the availability of curbside voting.

This guidance could be updated again between now and Election Day, so please continue to monitor the News Update and eLearning.



## Write-In Filing Deadline

The deadline for write-in candidates to file Declaration of Intent forms for the August election is **4 p.m. Friday, July 24**. If a write-in candidate has filed in your jurisdiction, be sure to review the Write-In Section of the [Managing your Precinct on Election Day - Election Inspectors' Procedure Manual](#).

coming together to cast their individual vote or to poll workers coming together, as necessary, to count votes. Polling places should take steps, however, to enable voters and poll workers to remain six feet from one another at all times.



## August 4 Election Flyer

The "New Voting Rights" flyer that we have provided for each election since the passage of Prop. 18-3 has been updated and replaced with the [August 4, 2020 Safe Voting Flyer](#). Moving forward the flyer will not be designed in the old format.



## QVF Software Release

The QVF Software Release for July 17, 2020 is as follows:

- **Election Inspector Internal Report.** Added the polling locations to this report.
- **Residency Verification Report.** Added the transaction date to this report.
- **AV Details.** Corrected an issue where copying the application address was always also checking "international address."



Michigan Bureau of Elections

# News Update

for Election Administrators

July 10, 2020



## New Online Training Materials Available

New training modules have been added to the eLearning Center. The new training resources include:

**Polling Place Safety and Accessibility.** This resource includes guidelines for safety and hygiene practices, use of PPE, managing voters, and other issues. The resource is updated as of July 10, 2020 and includes discussion of Executive Order 2020-147 and masks in polling places. Voters are strongly encouraged to wear masks in polling places. Voters without masks must still be permitted to vote. This document will be updated as new guidance becomes available and new events occur. We will inform you when the document has been updated, but please review regularly for updates.

**Processing Ballots in Absent Voter Counting Boards.** A training video on how to process and count absent voter ballots using absent voter counting boards. This resource was developed with the guidance and assistance of clerks and staff who participated in a Lean Process Improvement program regarding absent voter ballot processing. A related resource on processing **AV ballots in the precinct** is also available.

**Setting up Voter Assist Terminals.** An explainer on the setup and use of Voter Assist Terminals (VATs) in clerk's offices and polling places.

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- New Online Training Materials Available
- Online AV Application Now Allows Voters to Apply for an Accessible AV Ballot
- Time to Re-visit Your Ballot Quantities
- Filing Deadlines Approaching
- Election Inspector Appointments



## Time to Re-visit Your Ballot Quantities!

As we continue to track AV ballot requests recorded by local clerks in the QVF, it appears that turnout will be much higher than it was in August of 2016. For example, to date, approximately 1.6 million AV ballots have been requested, more than three times the number of ballots requested at this time before the August 2016 primary. More than 980,000 of these requests are from voters who did not vote the 2016 August Primary. The total statewide turnout in 2016 was 1,390,192, which is less than the number of AV ballots already requested for this election. The highest turnout in a recent August election occurred in 2018, when approximately 2.2 million



## Online AV Application Now Allows Voters to Apply for an Accessible AV Ballot

The Online AV Application has been updated to include an option to request an accessible AV ballot for voters who are blind or otherwise severely disabled. On the Online AV Application's Contact Info page, voters can check a box indicating "I am Requesting An Accessible Ballot" and then can check a second box stating, "I declare that I am blind or otherwise severely disabled, and that such disability prevents me from being able to privately and independently complete a paper absent voter ballot without visiting a clerk's office."

On the Submit page, the Contact Information section contains the confirmation whether an accessible ballot was requested.

voters cast ballots, just under 30 percent of registered voters.

We strongly suggest that you track statistics for your individual jurisdictions; compare your current AV trends then compare your current AV ballot request totals to those from the 2016 August Primary. If you see trends that are close to or higher than the number of ballots you have ordered – you should order more now. Remember that you also need ballots available at the clerk's office (and satellite offices if applicable) for voters registering on Election Day who wish to vote AV in the clerk's office.



## Filing Deadlines Approaching

As a reminder, a few filing deadlines are approaching over the next two weeks for the November general election:

- July 16, 4 p.m. - Candidates without political party affiliation and District Library Board candidates in library districts that do not include a school district
- July 21, 4 p.m. - Local School Board, Community College Trustee, City and Village candidates

For full details, review the [2020 Michigan Election Dates Booklet](#).



**Review Your Michigan Online Absent Voter Application**

**Name**  
JONAS BLANK NAME

**Permanent Residence**  
204 COMMENCE LNAPT 116  
KIPPA, MI 48843

**Contact Information**  
Phone Number: (313) 123-4567  
Email Address: jblank@kippa.com

**Request Accessible Ballot?** ☒

**State Primary - 08/04/2020**  
Ballot Will Be Sent To:  
204 COMMENCE LNAPT 116  
KIPPA, MI 48843

**State General - 11/03/2020**  
Ballot Will Be Sent To:  
204 COMMENCE LNAPT 116  
KIPPA, MI 48843

Warning: You must be a United States citizen to vote. If you are not a United States citizen, you will not be issued an absent voter ballot. A person making a false statement in this absent voter ballot application is guilty of a misdemeanor.

☒ I certify that I am a United States citizen and a qualified and registered voter of the Michigan city or township listed under my permanent residence above, and I apply for an official ballot, to be voted by me in the election(s) checked above, and the statements in this application are true.

**Submit Application**

QVF Users receive an **inbox notification** of the “Online AV Application Received – Accessible” and can **print the application from their print queue** with their other Online AV Applications. (Reports>Print Queue>Online AV Applications). The app is clearly marked “ACCESSIBLE BALLOT.”

**ACTION/TYPE**

ONLINE AV APPLICATION RECEIVED - ACCESSIBLE

ONLINE AV APPLICATION RECEIVED - ACCESSIBLE

☒ BOTH 2020 ELECTIONS ☐ ELECTION: 8/4/2020 ☐ ELECTION: 11/3/2020

DEVON LEE WILLIAMS  
5172 STONE GARDEN DR  
HOWELL, MI 48843

**ACCESSIBLE BALLOT**

1

I certify that I am a United States citizen and a qualified and registered voter of the Michigan city or township listed above, and I apply for an official ballot, to be voted by me in the election(s) checked above, and the statements in this application are true.

The app is already received in QVF as can be seen in the voter's AV Details.



## Election Inspector Appointments

Election inspectors must be appointed by your Election Commission no later than July 14, 2020 (MCL 168.674). Remember Election Commission meetings are subject to the Open Meetings Act and formal action must be taken to appoint election inspectors (including receiving board inspectors and AVCB inspectors). You may hold your meeting remotely as allowed by the Governor's EO 2020-129.

In addition, all election inspectors must have an [application](#) on file with the clerk. For more information, review [Chapter 13 – Appointing and Training Election Inspectors of the Election Officials' Manual](#). As a reminder, the Secretary of State is recruiting individuals to work as election inspectors and can connect you with interested applicants for election inspector positions. Please let Colleen Garety know ASAP ([Garetyc@Michigan.gov](mailto:Garetyc@Michigan.gov)) if you need information on people in your area who have signed up to be election inspectors through the [Democracy MVP](#) program.



1. Ensure that the Accessible box is checked.
2. Click Accessible Ballot to generate the accessible PDF (similar process as for a MOVE ballot).
3. Click OK to download
4. Save your PDF as needed on your workstation; methods vary. Chrome users will find the ballot in their default file location, likely their Downloads folder.
5. Email the accessible ballot to the voter.
6. Return to AV Details if necessary, and record:
  - ballot sent date
  - ballot number (using A as a prefix for accessible ballot numbers)
  - delivery method as email
7. Click Save/Print to save.

For further information, see the [Online Absent Voter Ballot Application Guide](#) and [Receiving and Printing Online AV Applications](#).

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).

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Michigan Bureau of Elections

# News Update

for Election Administrators

July 6, 2020



## Reminder: Second Election Security Workshop Tomorrow

Please join the Bureau of Elections along with state and federal partners for a virtual workshop on election security - either tomorrow July 7, or on August 18. The workshops will cover major election security issues for 2020. The programs will each cover mostly the same issues, so it is not necessary to attend more than one (If you attended the June 11 workshop, the issues covered will be mostly the same). If you would like to attend either workshop, please email Ashiya Brown at [BrownA30@Michigan.Gov](mailto:BrownA30@Michigan.Gov).

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- Reminder: Second Election Security Workshop
- Notice of Registration and Saturday/Sunday Hours Due Today
- AV Ballot Requests and Election Day Turnout



## Notice of Registration and Saturday/Sunday Hours Due Today!

Today is the deadline to report the hours the clerk's office will be open for absentee voting the Saturday and/or Sunday prior to the August primary in QVF. The clerk must maintain a minimum of eight hours in some combination over those two days. The time may be split between Saturday and Sunday or all conducted on one day. To enter this information in QVF:

Select Clerk Contacts from Lookup, select your jurisdiction and tab to the Hours/Location tab. Enter your Business and Pre-Election Weekend Hours and add any Additional Registration Locations using the Add Location button if needed. Select Save before exiting.

Today is also the deadline to post the Notice of Registration for the August 4 election. A sample [Notice of Registration](#) is in the eLearning Center.



## **IMPORTANT** Absent Voter Ballot Requests and Election Day Turnout

As of June 30, more than 1.3 million absent voter ballot requests had been returned for the August 2020 primary. This represents an increase of approximately 1 million applications, or a 350 percent increase, compared to the comparable date in 2016. Clerks should continue to expect an increased volume of absent voter ballot applications between now and Election Day. The extent to which absent voter ballot activity will lead to less Election-Day activity will be depend both on overall turnout and how many voters choose to cast AV ballots instead of in-person ballots on Election Day. August turnout in even-year elections has ranged between 1.3 and 2.2 million in the last decade.

Some voters who prefer to vote in person may still choose to apply for ballots prior to Election Day by requesting an absent voter ballot in-person at the clerk's office. For this reason, clerks can further

reduce the potential for crowding at polling places by promoting the availability of in-person absent voter ballots. If your office has adjusted in-person hours because of building closures or other issues related to COVID-19, you should make sure these hours, in addition to information on how voters visiting the clerk's office can request absent voter ballots or register to vote, are updated on the clerk's website, phone message and voicemail, social media channels, and other methods by which you communicate with the public.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).

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Michigan Bureau of Elections

# News Update

for Election Administrators

June 30, 2020



## Absent Voter Ballot Applications

### Clarification when No Election Box is Checked.

If you receive an absent voter ballot application with no box checked to indicate which election(s) for which the voter is requesting a ballot, we recommend that you reach out to the voter for clarification. However, we realize that with the increased volume of applications, this may not be possible – especially as Election Day approaches.

If you are unable to get clarification from the voter, you should, at a minimum, treat the application as a request for a ballot for the August election. The Bureau's guidance has been to treat an application without a box checked as an application for August, whether to treat it as an application for November is at the clerk's discretion. If the voter has also marked the box to be added to the permanent AV list, that may be an indication that the voter expects to receive a ballot for the November election as well, but again, that is at your discretion.

**Accessible Applications and Ballots.** When clerks receive an [accessible absent voter ballot application](#), they should compare the driver's license/state ID number or last 4 digits of the Social Security number on the application to the QVF. Accessible applications do not need to be signed. Voters will sign the envelope when returning the ballot. To issue an accessible ballot, use the accessible ballot button available in AV Details when the "Accessible" checkbox is selected. Included with the ballot are the voter instructions. Instructions for the Accessible Ballot are found in eLearning, under the Help Menu,

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- QVF Software Release
- Reminder - Democracy MVPs
- Last Day for Tabulator Grant
- Last Day for Supply Orders
- MOVE Ballot Deadline has Passed
- Prop 18-3 Changes Reminder



### QVF Software Release

The QVF Software Release Notes for June 26, 2020.

**AV List.** Corrected report to include rejected voter ballots on the report when user responds "No" for the "Exclude Rejected Ballot" option and the time range is selected.

**AV Details.** Corrected issue where "Postal Mail" was being saved on selections different than postal mail, for example, "Email."

### Reminder - Democracy MVPs



The department is continuing its election worker recruitment effort, called "Democracy MVP." We have now recruited **almost 2,250** people who are willing and able to work on Election Day. The recruitment

and at the following link [Accessible Ballot Instructions](#).



## Last Day for Tabulator Grant

Today is the last day to apply for the tabulator grant. This program was explained in the June 10 newsletter. Local jurisdictions interested in a cost share with tabulators and software should fill out [the application](#) by the end of today. If there is more money available after all requests have been filled, we will have another application period.



## Last Day for Supply Orders

Today is the deadline for local jurisdictions to complete the supply order form. Clerks interested in purchasing supplies at no cost (using federal CARES funding) should fill out the [supply order form](#) by the end of today. Additionally, clerks interested in a free ballot dropbox should fill out [this form](#) as soon as possible. Clerks can choose additional funding rather than a free ballot dropbox subject to some restrictions as explained on the ballot supply form.

Counties that are hosting absent voter counting boards are eligible to place orders using the supply order form at an amount corresponding to the number of jurisdictions' AVCBs they are hosting. For example, a county hosting four municipalities' AVCBs can use the supply order form to order supplies in the amount corresponding to a local jurisdiction with four precincts. County jurisdictions may place orders after June 30, which will be filled as soon as possible but after orders placed by June 30. Local

campaign is designed to help meet your needs – we know many of you are concerned about finding willing and able poll workers this fall. You can read more and download a toolkit with materials to help promote the program at [Michigan.gov/DemocracyMVP](https://Michigan.gov/DemocracyMVP).

If you have not already, please contact Colleen Garety at [GaretyC@Michigan.gov](mailto:GaretyC@Michigan.gov) if you need additional poll workers in August or November and would like to employ the interested "MVP" signups in your area. Letting us know your interest will also help us target areas for more recruitment. At least one person has signed up in 78 of the state's 83 counties.



## MOVE Ballots – Deadline has passed!

If you have **not** issued ballots to eligible MOVE voters, they must be issued immediately. Keep in mind that all MOVE voters whose ballots are sent late, must then receive an extension of time in which to return their voted ballot, equal to the number of days the transmission was delayed, so long as the ballot is postmarked by Election Day. If possible, you should issue the ballot by email or mail by overnight mail. If there is a reason you believe you cannot issue MOVE ballots, please contact Adam Fracassi at [Elections@Michigan.gov](mailto:Elections@Michigan.gov) immediately.

You can obtain the electronic ballot in AV Details of the QVF. Voters recorded as UOCAVA voters in voter registration will receive the MOVE Ballot option in AV Details. Full instructions can be found on [page 6 of the Military and Overseas Voters Manual for Election Administrators](#).

Be sure to proof electronic ballots before sending to ensure their accuracy.



jurisdictions can also place orders after June 30, but they will be filled based on available resources.



## Prop. 18-3 Changes Reminder

### Notices

The **Close of Registration** notice is now the **Notice of Registration**. It is required to be published at least 30 days prior to an election (July 6 for the August primary). It must include the days and hours, up to and including Election Day, that the clerk will be at the clerk's office or other designated place to receive registrations. It must also include the offices and ballot proposals that will appear on the ballot. If ballot proposals are on the ballot, the notice must include a brief description of the ballot proposals and information on where voters can obtain the full text of the proposals. The Bureau of Elections also recommends that the notice include a list of places where voters can register, along with an explanation that voters can register by mail by using the mail-in registration form found at [Michigan.gov/Vote](http://Michigan.gov/Vote). A sample [Notice of Registration](#) is in the eLearning Center.

The **Notice of Election** for an increase in the total tax rate limitation must include a statement of the amount by which the total tax rate limitation is increased and the number of years the increase would be effective. It no longer requires a treasurer's statement to be included. A sample [Notice of Election](#) is in the eLearning Center.

Another new notice is the one given to a voter who registers in days 0-14 in any other manner than in-person with the clerk. That voter will be given a notice that explains the voter must register in-person with their new clerk with a residency verification document if they wish to vote in the upcoming election, or, if they are already registered and moving within the state, they can instead vote one last time in their old jurisdiction in Michigan. [See example](#). Voters will be given these

notices when they register at Secretary of State offices and a similar notice appears when voters registered online. QVF is programmed to generate this notice for mail-in registrants. [See example.](#) We strongly urge clerks to use phone numbers and email addresses, if available, to notify registrants of the requirements to re-register in person, in addition to mailing the notice.

## **Postings**

As discussed in the June 25 news update, in addition to maintaining 8 hours the weekend before the election for issuance of absent voter ballots (which can be offered in any combination of Saturday and/or Sunday hours), clerks must enter this information in the QVF.

Local jurisdictions may also approve additional locations and hours for the issuance of absent voter ballots and for voter registration. These hours would be above and beyond your regular hours and the required 8 hours over the Saturday and/or Sunday prior to Election Day. If a jurisdiction elects to exercise this option, it must also be entered in the QVF. Those additional locations must allow challengers in the same manner that one would on Election Day.

## **Election Day Voter Registration and Address Update Process Reminders**

Election inspectors will need to understand what happens when a voter registers on Election Day or is not found on the pollbook on Election Day.

For voters not found on the registration list on Election Day, the new and most likely scenario an election inspector will encounter is a voter who has registered on Election Day with the local clerk. (All voters that register prior to 4 p.m. on Monday will be on the list). The voter should have a receipt ([see example](#)) that will provide the election inspector with instructions on how to add the voter to the Unlisted tab in the ePollbook, and then issue a regular or challenged ballot depending on what residency verification the voter provided to the local clerk. The “Challenged” process in this scenario is to use the “Challenged Ballot” button and identify the ballot by writing and concealing the ballot number on the ballot. No other

documentation is required. The challenged ballot is put in the tabulator, not an envelope.

It is important for election inspectors to be prepared to guide voters through their best options on Election Day. They will need to know when they should send the voter to another precinct, issue a regular ballot (for example, if the voter has a registration receipt from the Secretary of State), issue a provisional ballot (affidavit or envelope), or send the voter to the clerk to update their registration. A useful tool has been developed to guide election inspectors in determining the best [Options for Processing Voters Missing from the Precinct List](#).

It is a possibility that a voter will appear at their old precinct to vote not realizing that a recent move may affect where they vote. There is a process to accommodate this voter who has moved within 60 days of an election but failed to update their address until Election Day. A voter who moves within the same city or township needs to complete an [Election Day Change of Address](#) form and be issued a regular ballot in their old precinct. A voter who moved out of the jurisdiction can vote one last time if the move was within 60 days of the election, this voter will complete the same Election Day Change of Address form which will be forwarded to their new clerk following the election to update their voter registration. If it is discovered that the voter moved outside the jurisdiction more than 60 days prior to the election, they should be directed to their new clerk to register to vote with appropriate residency verification documentation.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk email accounts. If other election administrators would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

It is recommended that you add [misos@govsubscriptions.michigan.gov](mailto:misos@govsubscriptions.michigan.gov) and [MISOS@public.govdelivery.com](mailto:MISOS@public.govdelivery.com) to your safe senders list.



Michigan Bureau of Elections

# News Update

for Election Administrators

June 25, 2020



## Reporting Saturday and/or Sunday Hours

The hours the clerk's office will be open for absentee voting the Saturday and/or Sunday prior to the August primary must be entered in the QVF. Law requires the clerk's office to maintain a minimum of eight hours in some combination over those two days. The time may be split between Saturday and Sunday or all conducted on one day. This information must be entered in QVF no later than Monday, July 6. This information also must be posted with other township or city postings in a central location.

To enter this information in QVF:

Select Clerk Contacts from Lookup, select your jurisdiction and tab to the Hours/Location tab. Enter your Business and Pre-Election Weekend Hours and add any Additional Registration Locations using the Add Location button if needed. Select Save before exiting.

See [Chapter 11 - Clerk Contacts](#) of the QVF Refresh Manual for further instruction.

This information will be presented under the Election Information Local Clerk tab on the [Michigan Voter Information Center website](#) to assist your voters.

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- Reporting Saturday and/or Sunday Hours
- Notice of Registration
- EPB Manual June 2020 Update Released
- Accessible Voter Ballot Application is Live
- Absent Voter Ballot Envelopes
- PPE and Purchasing Supplies



## Notice of Registration

The Notice of Registration for the August election must be posted in a newspaper of general circulation by Monday, July 6. This notice was formerly the Close of Registration notice and has different required elements. A [sample Notice of Registration](#) is available in the eLearning Center.

Review [Ch. 16 – Election-Related Information](#) of the Election Officials' Manual for full requirements.

## Accessible Voter Ballot Application is Live



The [accessible absent voter ballot application](#) is live on the Bureau of Elections website. For instructions on how to issue accessible ballots, see the June 23 news update.



## Electronic Pollbook Manual June 2020 Update Released

An update to the full [Electronic Pollbook Manual](#) has been released. Changes did not affect the Electronic Pollbook Election Inspectors' Manual.

Changes occurred on pages 5, 12-14, 16, 44, and 47 and included information on:

- the EPB download process, including the option to include files for New EPB Laptops when needed and otherwise expedite downloads for EPB laptops that have already had the EPB program installed and uninstalled previously
- the Error Report CSV file generated upon each upload of epb\_history.csv after an actual election, often, but not always, reporting zero errors

For a detailed discussion of recent EPB Changes, see the [EPB Practice Day: What's New for August 2020](#) video presentation.



## Personal Protective Equipment (PPE) and Purchasing Supplies

The Bureau will be shipping PPE to each county for distribution to local jurisdictions. We expect shipping to begin the week of July 13. For each precinct, AVCB, and satellite office that you have you will receive:

- 1 can of disinfectant spray or 1 canister of Clorox wipes
- 1 gallon of hand sanitizer



## Absent Voter Ballot Envelopes

If you have not yet received your new custom envelope stock from your vendor and it will not be arriving tomorrow, you will need to begin your mailing with the envelopes you have on hand. If you have:

1. Custom stock that has your information imprinted, please scan and send a copy of the front and back of your green return envelopes to [Jamie.d.jenkins@usps.gov](mailto:Jamie.d.jenkins@usps.gov) for approval.
2. Blank stock with no custom imprinting, please email Charamy Cleary at [Clearyc@Michigan.gov](mailto:Clearyc@Michigan.gov) for further instruction.

- 20 masks
- 1 box of gloves
- 5 face shields

In addition to the PPE we are shipping to you, there are other items that you can order from Staples through the [2020 Supply Order](#) form. Keep in mind that you may be able to purchase other items from other sources using your own funds. For example, we have heard that clerks have found options for sneeze guards from other vendors such as Factory Two in Flint, Display Pack in Cedar Springs, and Shaggy's Ski Company in Boyne City. If that is your preference, we suggest purchasing other supplies you need through the supply order form and using the money saved to purchase your preferred supplies elsewhere.

We have also heard from very creative clerks who have used things like PVC and clear shower liners to create their own sneeze guards.

HB 5141, which allows local jurisdictions to work with each other or counties on combined AVCBs, has been signed by the Governor. Local jurisdictions interested in purchasing shared equipment may use the tabulator cost share grant to do so. Please note that as explained in the grant application, the per jurisdiction/50% caps still apply.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk email accounts. If other election administrators would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

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## Michigan Bureau of Elections News Update for Election Administrators

June 23, 2020



### Funding and Reimbursement Programs

There are now several funding and reimbursement programs available to clerks. Below is a rundown of the programs available and what clerks need to do to take advantage of these opportunities.

#### **(1) Reimbursement of qualifying expenses for jurisdictions that held (or canceled) May 5 elections.**

The reimbursement program for canceled elections was explained in the May 8 news update. Contact Lori Bourbonais at [BourbonaisL@Michigan.gov](mailto:BourbonaisL@Michigan.gov) with any questions. The reimbursement claim forms for [counties](#) and [local jurisdictions](#) are available in eLearning. The deadline to submit your request is July 1, 2020. The form to request reimbursement for postage was mailed on May 18. The deadline to submit the form is July 31, 2020. Contact Charamy Cleary at [Clearyc@Michigan.gov](mailto:Clearyc@Michigan.gov) with any questions.

**(2) August absent voter ballot envelopes.** This purchase and reimbursement program for custom-printed absent voter ballot envelopes was explained in the May 4 and May 13 news updates. For jurisdictions that ordered absent voter ballot envelopes sufficient to cover 40 percent of their registered voters after the May 4 news update, the Bureau of Elections will pay the vendor. Those jurisdictions don't need to take further action. Information will be coming soon for jurisdictions that had already purchased qualifying custom-printed absent voter ballot envelopes, or ordered envelopes for more than 40 percent of registered voters and are seeking reimbursement for qualifying expenses. Please contact Charamy Cleary at [Clearyc@Michigan.gov](mailto:Clearyc@Michigan.gov) with any questions.

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- Funding and Reimbursement Programs
- Absent Voter Ballot Application Mailing and List Maintenance
- Accessible Absent Voter Ballot Options
- Absentee Ballot Processing
- Testing Voting Equipment
- August MOVE Compliance Report Reminder



### Absentee Ballot Processing

As you begin issuing absentee ballots for the August election, it is important to review [Chapter 6 - Michigan's Absentee Voting Process](#) of the Election Officials' Manual.

#### Important reminders:

- Ballot-marking instructions specific to the August election should be included with AV ballots.
- QVF must be used timely to track AV ballot processing for all voters.



### (3) Reimbursement for August AV application mailings.

Information regarding this reimbursement program will be coming soon.

### (4) State-provided personal protective equipment (PPE).

The state is providing all jurisdictions with PPE including masks, gloves, hand sanitizer, and cleaning supplies. The state will ship supplies to the counties for distribution to local officials. Local jurisdictions don't have to do anything to receive supplies other than contact their county. Additional details on supplies and local distribution will be provided soon.

**(5) Tabulator and software cost share.** This program was explained in the June 10 newsletter. Local jurisdictions interested in a cost share with tabulators and software should fill out [the application](#) as soon as possible.

### (6) Ballot drop boxes and (7) election supply form.

These programs were explained in the June 17 and June 19 news updates. Clerks interested in a free ballot drop box should fill out [this form](#) as soon as possible. Clerks interested in purchasing supplies at no cost (using federal CARES funding) should fill out the [supply order form](#) by June 30. Clerks can choose additional funding rather than a free ballot drop box subject to some restrictions as explained on the ballot supply form.



## Absent Voter Ballot Application Mailing and List Maintenance

The state mailing of absent voter ballot applications was completed last week. All registered voters who have not yet received an application should be receiving theirs by the end of the week. In some instances, voters have returned completed absent voter ballot applications to the state. The Bureau of Elections is forwarding these applications to local clerks.

When absent voter ballot applications are returned undeliverable, the Bureau of Elections will forward them to local clerks. Clerks should review the returned mail and process voter registration records using procedures for maintaining voter records on the Qualified Voter File. Clerks who receive undeliverable mail should use the following procedures for identifying individuals on the Qualified Voter File who have become ineligible to vote.

- Picture ID must be requested from voters who request their ballot in person. Voters without picture ID in their possession may sign the Affidavit of Picture ID and receive a ballot. Picture ID isn't requested if the person applies for the AV ballot by mail.
- AV voters that need an AV ballot reissued, either because they spoiled their ballot or it wasn't received, must make a signed request (by mail, email, or in person) to the clerk for a new ballot to be issued.

## Testing Voting Equipment – a Vital Piece of Security



Preliminary equipment testing should begin soon. Local election commissions are responsible for conducting accuracy tests in accordance with the procedures established by the Secretary of State. (MCL 168.794a(3), 798). The Bureau advises clerks to conduct testing before the bulk of ballots are issued, but it is not necessary to conduct testing before any ballots are issued. For example, if a voter makes a request for an in-person absent voter ballot, the clerk should issue the ballot even if

Election mail may be sent to registered voters who are inactive or who are on a “verify” or “challenge” status because a clerk has received information indicating that the voter may not be eligible. Voters on an inactive, verify, or challenge status are eligible to vote. However, voters with a verify or challenge status must confirm their eligibility in writing before being able to vote. Returning a complete, signed absent voter ballot application is sufficient to remove a verify or challenge status, but the clerk must, as always, review the application and signature before processing the application.

Consistent with United States Postal Service guidelines, the Bureau of Elections instructs residents who have received any election mail, including an absent voter ballot application, for an individual who no longer lives at that address to mark the envelope appropriately and put it back in the mail. Residents should write “no longer at this address” if the mail recipient no longer lives at the address, or “deceased” if the recipient is deceased. This will result in mail being returned as undeliverable. When undeliverable mail comes back to the Bureau of Elections, the Bureau will forward it to each local election jurisdiction as noted above.

Undeliverable mail is reliable third-hand initial evidence that a registered voter no longer lives at an address. Voter registration records cannot be canceled immediately based only on returned mail. However, you should begin voter list maintenance procedures based on this information.

## Residency

If you receive mail returned undeliverable that is marked “no longer at this address,” or another similar message such as “no longer lives here” or “return to sender – bad address,” first look up the voter in QVF. If the voter is already marked as “verify” or “challenge,” based on residency, no further action is needed. The voter will be canceled after the appropriate number of federal elections has passed.

If the voter does not have a “verify” or “challenge” status, send the voter an NVRA confirmation notice. If the NVRA notice is also returned undeliverable, mark the record as “challenge.” If the NVRA confirmation notice is not returned, the voter is placed on “verify” status. If the voter returns the confirmation notice and confirms in writing that the voter has moved, mark the record as canceled.

## Deceased

testing has not been completed.

Ensure you are following proper testing procedures by reviewing the [Test Procedures Manual](#). In addition, courses are available in the eLearning Center. [This course](#) walks you through creating a test deck for a special election. Another helpful course is [Preparing for and Conducting the Preliminary and Public Accuracy Tests](#).

**Other Tasks:** During the testing process, BOE also recommends:

- Verifying the date and time - [time adjustment instructions](#) are available
- Verifying all equipment tamper-evident seal numbers with the seal numbers on file

**Test Decks Marked by a Printer:** If a test deck includes ballots marked by a printer and those ballots did not come from the stock that will be used on Election Day, at least three should be replaced and hand-marked with Election Day ballots. This ensures testing of both the program and Election Day ballots.

**Documenting the Process:** Remember, testing materials must be kept under seal and the seal numbers must be recorded. Use the [Tabulator Program & Security Certification](#) form and the [VAT Testing & Security Certification](#) form to aid in properly documenting this process. We have discovered at post-election audits that

If you receive mail returned undeliverable that is marked “deceased” or something similar such as “died 2018,” you should first seek additional information to confirm that the individual has died. If you can confirm the individual has died based on county or state death records, a death notice printed in a newspaper, or personal firsthand knowledge, mark the voter as canceled – deceased. You should not cancel a voter based solely on the envelope being marked deceased – you must have additional evidence or firsthand knowledge as indicated above.

If you are unable to confirm whether the individual is deceased, follow the procedures for residency above.

### **Written confirmation from voter**

You can also cancel a voter registration immediately upon a signed written request from a voter requesting cancellation. For example, if you have received reliable third-hand information that a voter has changed residency, and a family member also informs you that a registered voter has moved from the state, you can inform them that the voter is in (or will be placed in) the cancellation process and will be removed after the appropriate number of federal elections have passed. However, if the voter wants to be canceled immediately, he or she can send you a signed, written request to cancel the registration.

### **Instructions to residents who receive mailings**

If a voter contacts you and says he or she has received election mail for another individual, instruct the resident on the proper procedure for marking the envelope and placing it back in the mail. [This document](#) is also available on eLearning:

If you receive election mail – such as an absent voter ballot application or a notice of a change in polling place – for a resident who no longer lives at the address to which the mail was sent, take the steps below to inform your local election clerk. Voters can receive absent voter ballots only after they have submitted a signed application and the clerk has reviewed the application, including the signature. An application being mailed to an out-of-date record does not mean that person will get an actual ballot. However, by informing your local clerk that a registered voter no longer lives at the address, you can help election officials maintain the voter registration list and keep it up to date.

(1) If the voter has moved, write “no longer at this address” on the envelope and place it back in the mail. Your election

these forms are sometimes misplaced. A Promulgated Rule requires this form to be sealed into the testing container and BOE recommends keeping an additional copy on file in the office.

The Public Accuracy test must be conducted by a quorum of the election commission no later than Thursday, July 30. The meeting must be posted at least 48 hours before the test (MCL 168.798) and held in accordance with the Open Meetings Act.

**Important Notice to Jurisdictions Using 3rd Party Vendors for Testing:** If you are using the same vendor that programmed the county’s memory devices to prepare the test deck and/or conduct the preliminary testing, the election commission must also complete the Election Commission Certification form at the public test.

Designating a single vendor to create and then test the performance of memory cards they programmed removes critical checks and balances from the logic and accuracy testing process. The integrity of the testing process may come into question if one party is responsible for both developing and testing the accuracy of the program.

**Note:** A vendor isn’t an authorized assistant within the meaning of the election law or corresponding administrative rules.

clerk will then send a confirmation notice to the voter, as required by law. If the voter does not respond to this notice and does not have other voter activity for a period of two consecutive federal elections, your clerk will cancel the voter registration. The clerk will also place the voter on a “verify” status, which requires the voter to fill out a form confirming eligibility before voting. If a voter wishes to have his or her registration canceled immediately, the voter can make a signed, written request to cancel the registration to the local clerk.

(2) If the voter has died, write “deceased” on the envelope and place it back in the mail. Your election clerk will review the record as required by law and will cancel the voter registration record upon confirming that the voter is deceased. If you have information confirming the voter is deceased such as a county health office record or an obituary, you may provide that information to your local clerk if you choose to do so. If you choose to do this, provide a copy – not the original document.



## **Accessible Absent Voter Ballot Options**

Voters who have requested absent voter ballots prior to June 25, the 40<sup>th</sup> day before the August 4 election, should be issued absent voter ballots on June 25. Additionally, starting on June 25, voters may request absent voter ballots in person and be issued absent voter ballots in person. Whether requesting an absent voter ballot in person or by mail, clerks should be prepared to ensure voters with disabilities have accessible options for marking these ballots.

During hours in which absent voter ballots are issued in person, clerks should have Voter Assist Terminals available in the event that a voter would like to use the VAT to mark in in-person absent voter ballot. VAT's should be available when in-person AV ballots are issued whenever possible.

Additionally, as discussed in last week's news update, voters will have an additional option for an accessible absent voter ballot starting in August. Under a federal court settlement, the Bureau of Elections has developed an electronic absent voter ballot that voters with disabilities may mark remotely using assistive technology. The voter can then print the ballot and mail or deliver the ballot to the clerk. These ballots should be processed in the same



## **August MOVE Compliance Report Reminder**

You must log in to QVF and complete the survey pop-up that appears.

To make the reporting process more efficient, the ballot sent dates recorded in QVF will be used to report ballots sent on time and ballots sent after the 45-day deadline. Once you confirm the total military and overseas voters count in the QVF, we will report the required information to the appropriate entity.

If you haven't submitted this report, please log in to the QVF and complete it now.

manner as printed ballots sent by military and overseas (MOVE) voters.

Voters with disabilities will be able to apply for an accessible electronic absent voter ballot by completing a specific accessible AV application that will be available on the Bureau of Elections website. Voters may submit applications on paper or electronically. When a voter submits an accessible AV application to the local clerk, the clerk will issue an accessible AV ballot to the voter electronically.

The accessible ballot is available in the Qualified Voter File (QVF) AV Details screen. Clerks can fulfill the accessible ballot request by downloading the ballot and returning it as an attachment to the email request, similar to the MOVE Ballot process. The ballot is laid out in a linear fashion to ensure that it reads well with the accessible software used by voters with disabilities.

The process is outlined below:



Below are the details:

1. Within AV Details, check the ACCESSIBLE box

BALLOTS

SENT	BALLOT NUMBER	RECEIVED	FWAB RECEIVED
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

\*DELIVERY METHOD:  EMAIL ADDRESS:  PHONE NUMBER:

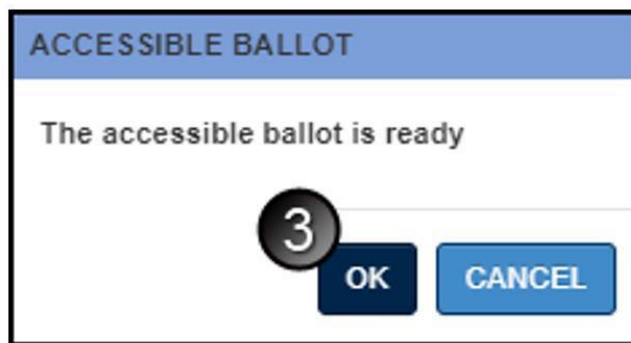
BALLOT STATUS: ☐ UNDELIVERABLE ☐ SURRENDER ☐ SPOIL ☐ REJECT

BALLOT REJECTION REASON:

☐ ACCESSIBLE

2. Click the ACCESSIBLE BALLOT button

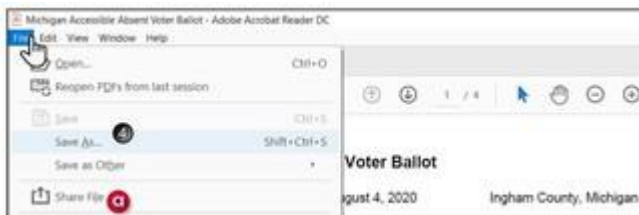
3. When the ballot is ready, click OK



Click to edit this placeholder text.

4. A PDF file of the accessible ballot will open. Save this file to your computer temporarily so that you may attach it to the email to be sent to the voter.

a. As an alternative, if you have a default email program like Outlook, you can click the SHARE button and it will create an email with the file attached for you.



5. Don't forget to record the ballot in AV Details

a. Ballot Number: Use the letter "A" as a prefix to a ballot number, like when you record a MOVE ballot.

b. Delivery Method: Email

c. Email Address

The screenshot shows a web application for managing ballots. It has a header 'BALLOTS' with a tab '5'. The main form has several sections: 'SENT' with a date '06/23/2020', 'BALLOT NUMBER' with 'A0000001', 'RECEIVED', and 'FWAB RECEIVED'. Below these are 'DELIVERY METHOD' (a dropdown menu currently showing 'EMAIL'), 'EMAIL ADDRESS' (containing 'SAMPLE@EMAIL.ORG'), and 'PHONE NUMBER'. A 'BALLOT STATUS' section contains checkboxes for 'UNDELIVERABLE', 'SURRENDER', 'SPOIL', and 'REJECT', and a 'BALLOT REJECTION REASON' dropdown menu. At the bottom of the form are three buttons: 'BALLOT ADDRESS', 'ACCESSIBLE BALLOT', and 'LIVEMO LABEL'.

We expect the accessible AV application and accessible AV ballot to be available as soon as Friday, June 26. Under the court settlement, this is an interim process that will be replaced by a permanent accessible remote ballot-marking solution starting in November, which will be implemented following a public bidding process.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).

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Michigan Bureau of Elections

# News Update

for Election Administrators

June 19, 2020



## EPB Practice Day

Thursday, June 25, will be another EPB Practice Day. Online courses will be available in the Elections eLearning Center. Staff will dedicate the day to answering your questions by email and phone as you practice and prepare your EPB for Election Day.

Activities include:

- New online course: QVF & EPB – What's New for August 2020 (available by Thursday, June 25)
- Update your EPB Manuals to June 2020 editions (available by Tuesday, June 23)
- Explore the EPB Training Database with instructions and practice scenarios
- Practice downloading EPB
- Lots of staff available to answer your EPB specific needs

To participate, simply log in to the eLearning Center on June 25, search "EPB Practice Day" and select your preferred online courses. **No course pre-registration is required** since there are no live webinars. Classes will remain available for those who cannot attend June 25.

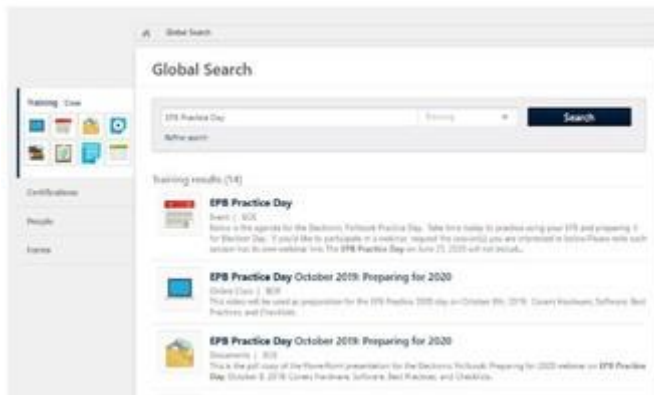
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### QVF Software Release for MVIC Absent Voter Ballot Application

The Bureau appreciates the feedback it has received from clerks on the MVIC online AV application. The application has been updated to include the following elements. All of the below elements will be included on any printed applications submitted by voters moving forward. You can also reprint applications that have been submitted prior to Thursday, but only the checkbox and precinct



You can also find webinars from past EPB Practice Days in eLearning. These include:

- **EPB Practice Day February 2020: How to Run an Efficient Precinct with the E-Pollbook (21 min.)**
  - New Election Day scenarios under Proposal 18-3
  - AV processing option with the E-Pollbook [including Dual EPB]
  - E-Pollbook checklists
  - Election Day preparations
  - Practice database for inspector training
- **EPB Practice Day October 2019: QVF Features & Discussion on What's New (24 min.)**
  - Setup QVF in QVF Refresh
    - Election geography
    - Election inspectors (optional)
    - Ballot style Election Day number ranges (optional)
  - Download from QVF Refresh
    - Download once, extract, and copy file
  - Upload History to QVF Refresh

number will be added to printed applications that were submitted prior to Thursday (the information will all be available in QVF).

- **Dual/single applications.** Print with the election(s) check box selected depending on the voter's response.
- **Print queue.** Removed print options as QVF Printed is the only supported output format available.
- **Precinct #.** The precinct number now prints on the application.
- **Ballot style alias.** Any clerk created ballot style aliases are now represented on the application.
- **Date.** The date that the voter requested the application now appears in the signature date.
- **Email and phone number.** The voter's phone number and email are presented on the application as well as written to the voter's record.
- **Alternative address.** The voter's alternate address appears in the #2 section of the application in addition to being presented in AV Details.

Please also refer to the [Receiving and Printing AV Applications document](#) for greater details about the process. Clerks that previously encountered problems printing the

- Only upload history from Election Day, not from practice or training
- EPB Practice Day October 2019: **Preparing for 2020**
  - Hardware, software, best practices, and checklists
- EPB Practice Day July 2019: **Challenges and Solutions** (23 min.)
  - Pre-election preparation
  - Election Day scenarios
  - Post-election issues

Consider hosting an EPB Practice Day event by inviting your fellow clerks and/or staff to encourage collaborative learning! These can be done remotely, with everyone taking the course at the same time.



## 2020 Supply Order Form

We are pleased to announce that the [supplemental supply order form](#) is available.

This form allows clerks to use federal CARES funding to purchase additional supplies needed to process the expected increase in absentee balloting and other issues related to COVID-19. Purchases will be made through vendors with state contracts, which allows local clerks to receive supplies without navigating state and federal purchasing requirements paperwork.

Supplies available through this purchase order will be in addition to, not instead of, the PPE the Bureau of Elections is already providing to local jurisdictions.

Separately, as announced Wednesday all jurisdictions may receive a ballot drop box at little or no cost to your jurisdiction. Please use [this survey](#) to inform the Bureau of

allocation should try reprinting with the “QVF Printed” option enabled (now the only option).

### QVF Software Release



The QVF Software Release for June 19, 2020 is as follows:

**AV Scan.** Corrected AV scan pop up times so that it is equal to the number of seconds users select and mark in their preferences.

**Inspector Reports.** Adjusted the reports so page breaks occur according to the grouping.

**Voting History.** Expanded the time allowed to enter voting history for the March Presidential Primary and May election to June 30, 2020.

**EPB Download.** Added new setting during the process of downloading the EPB for new computers, allowing set-up files to be included in the download. More information on this feature will be included in the EPB Practice Day on Thursday, June 25, 2020 and in the EPB Manual, which is currently being drafted.



### Are You Ready?

Many clerks have told us they use the [post-election audit checklist](#) to prepare

Elections whether you are interested in a ballot drop box **as soon as possible.**

Funding is allocated to jurisdictions as follows. Please note that, instead of a drop box, single-precinct jurisdictions may elect to receive an additional \$500 toward purchasing other supplies. Multiple-precinct jurisdictions may elect to receive an additional \$500 toward purchasing other supplies if they already have at least one secure ballot drop box.

- 1 precinct: \$1,000 + drop box or \$500
- 2-9 precincts: \$2,500 + drop box or \$500\*
- 10-99 precincts: \$4,500 + drop box or \$500\*
- 100+ precincts: \$9,500 + drop box or \$500\*

\*Jurisdictions with multiple precincts may receive additional \$500 in lieu of drop box only if they already have at least one drop box.

We understand that items for purchase may not line up exactly with these figures. If you are interested in purchasing items that take you slightly over the allocated limit, we may be able to accommodate your request. We will try to get as many items as possible to you for the August election, but some may arrive only in time for the November election depending on availability. **Please submit your order form as soon as possible, but no later than June 30.** If you don't place an order by June 30, there will be an additional purchasing opportunity after the August election.

The Michigan House of Representatives Wednesday passed H.B. 5141, and the bill now goes to the Governor. Assuming the bill is enacted, the Bureau will evaluate additional purchasing and funding options available for counties in the event that local jurisdictions choose to process AV Ballots at the county level.



### Other Reminders - Absentee Balloting

Since the passage of Proposal 18-3, voters no longer need to provide a reason to vote an AV ballot. This means any

for an election. It's a great way to make sure you've covered all of your bases well before audit selection. Some items on the checklist are abbreviated. Review the [Post-Election Audit Manual](#) for full details.

### June 25 Absent Voter Ballot Availability



Under the Michigan Constitution, AV ballots must be available to all voters by the 40th day prior to the election - Thursday, June 25. (As noted Wednesday, ballots must be available to military and overseas voters by the 45th day before the election). These constitutional requirements are in addition to the statutory requirement that county clerks deliver AV ballots to local clerks by the 45th day before the election.

In order to ensure that ballots are available on day 40, local and county jurisdictions should coordinate with vendors to avoid delays in ballot delivery or delivery of testing supplies. As a reminder, the Bureau recommends that jurisdictions conduct testing before the bulk of ballots have gone out, but it is not necessary to conduct testing before issuing any ballots. For example, if ballots are available and a voter makes an in-person request for an AV ballot on day 40, the local clerk should issue the ballot even if testing has not been completed.

BOE also understands that some jurisdictions were

registered voter may request an AV ballot simply by submitting a signed request (application or note) to their local clerk.

Remember - time frames for issuing ballots were also changed by the passage of Proposal 18-3 and subsequent legislation. Key times to note:

- **Last day to Issue an AV ballot by mail** –The deadline for voters to request an absent voter ballot by First-Class mail is the Friday prior to the election at 5 p.m. Clerks must honor requests received by that time and mail ballots to voters. If the clerk does not maintain regular office hours, arrangements must be made to check incoming mail and email that Friday to ensure requests are honored.
- **AV emergency timeframe** – The timeframe in which voters may request emergency AV ballots now runs from 5 p.m. on the Friday prior to the election through 4 p.m. on Election Day.
- **Weekend hours** – The local clerk's office is required to be open at least 8 hours on the weekend prior to an election. These hours can be offered in any combination of Saturday and/or Sunday hours. Those times must be determined, posted, and entered in to QVF at least 30 days prior to the election.
- **Election Day** – a clerk or deputized staff member must be available from 7 a.m. to 8 p.m. in the clerk's office to register voters and issue absentee ballots.
- Ballots issued on Election Day must be delivered to the precinct or AVCB for processing as soon as possible after the polls close.

Voters may now register up until and including Election Day with their local clerk. Those same registrants can request an absentee ballot at the time of registration. Important points:

- Clerks must keep some AV ballots for each precinct at their office for issuance on Election Day.
- Same-day registrants have the option to vote an AV ballot in the clerk's office or vote in their

delayed in printing, or were required to make changes to, ballots later than the 60<sup>th</sup> day before the election as a result of litigation or other delays, and that as a result some local jurisdictions may not have ballots by June 25. We also understand some jurisdictions have a high volume of AV requests. We appreciate the work you put in to ensure ballots are available to voters.



### Accessible AV Ballot

As a result of a court settlement, the Bureau of Elections will be making accessible absent voter ballot applications and ballots available to voters with disabilities. These will allow voters with disabilities to apply for an absent voter ballot that can be marked remotely using assistive technology such as screen readers. The ballot will then be printed and returned to the local clerk. For clerks, the ballot-issuing process will be similar to issuing an electronic MOVE ballot. We expect the accessible ballot to be available within the next week and will provide more details and instructions for issuing them closer to the launch date.

precinct on Election Day. Registrants should be advised of poll closing times.

- Because voters can now register up to and including Election Day, there is an increased possibility that a voter who has been issued an AV ballot in one jurisdiction will move to a new jurisdiction in between applying for the ballot and Election Day, and apply to vote in the new jurisdiction instead. Election administrators must be cognizant of these scenarios and understand whether the ballot in the old jurisdiction or the new one will count. The Canceled/Rejected/ Moved Out Ballot List Report in QVF helps election administrators monitor these moves. See [page 13 of Chapter 6 of the Election Officials' Manual](#) for a chart covering these scenarios.
- AV and precinct ballots of those who register in days 0-14 and do not provide residency verification via a DL/state ID must be issued as a challenged ballot. QVF will also have a new report to help election administrators monitor these challenges for AV ballots. See [page 13 of Chapter 2 of the Election Officials' Manual](#) for determining the ballot type. Remember, QVF will keep track!

### *Spoiling AV Ballots*

After issuance, an AV voter must request a new AV ballot in writing. For those who have already returned their AV ballot, these requests must be made no later than 2 p.m. the Saturday prior to the election to send the ballot by mail (this is later than the regular deadline for requesting an AV ballot by mail) or in person by 4 p.m. the day prior to the election. There is no remedy for this situation on Election Day – the voter's original AV ballot will be accepted. If you have many voters asking to spoil their ballot, you may need to order more before Election Day to ensure you have enough ballots in your polling place(s).

If the voter has not returned or received the AV ballot, the voter must also request a new ballot in writing. This is true even when the post office has simply not delivered the ballot. The time frames for this request are the same as above; however, the voter may also go to the precinct on Election Day and complete the [Affidavit of Lost or Destroyed AV Ballot](#) or surrender the original ballot to vote a regular ballot. More information on this process can be found on [page 8-9 of Chapter 6 of the Election Officials Manual](#).

### *Permanent Absent Voter Ballot Application (Automatic Application) Lists*

Any voter may request to be placed on a permanent absent voter ballot application list, meaning that the voter will receive an AV ballot application prior to each election. Voters must ask to be placed on the permanent list. We strongly recommend that you use a permanent AV ballot application list. It allows clerks to manage AV ballots for repeat-requesters earlier in the process and gives voters more time to complete their ballots.

If you do NOT maintain a permanent AV ballot application list and you receive a request from a voter to be placed on that list (including by checking the box on the AV ballot application or the voter registration form), you should notify the applicant that you do not maintain a permanent AV ballot application list and the voter will have to request an AV ballot application for each election.

### *Use QVF in Real Time*

The requirement to use QVF in real time has never been more important. The system guides you through these processes. When a voter has requested an AV ballot from you and then registers in another jurisdiction, or vice versa, you'll receive a notification of outstanding AV ballots. In the scenario where a voter has returned a ballot to you, that voter will be required to write to you to cancel that ballot so the voter can vote in the new jurisdiction.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk email accounts. If other election administrators would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

It is recommended that you add [misos@govsubscriptions.michigan.gov](mailto:misos@govsubscriptions.michigan.gov) and [MISOS@public.govdelivery.com](mailto:MISOS@public.govdelivery.com) to your safe senders list.



Questions?  
[Contact Us](#)





## Michigan Bureau of Elections News Update for Election Administrators

June 17, 2020



### Ballot Drop Boxes and Other 2020 Supplies

Later this week we will be releasing a supplemental supply order form. This will allow clerks to use federal CARES funding to purchase additional supplies needed to process the expected increase in absentee balloting and other issues related to COVID-19. This will be in addition to, not instead of, the PPE the Bureau of Elections is already providing to local jurisdictions.

One of the items available will be **ballot drop boxes**. We are currently arranging a bulk purchase of ballot drop boxes that will be available for little or no cost. To help us determine how many are needed for purchase, please inform the Bureau of Elections whether you are interested in a ballot drop box by filling out [this survey](#) by **Friday, June 19 or as soon as possible**.

Again, the full supplemental supply order form, which will include many additional options including automatic letter openers, will be available later this week.



### MOVE Ballot Deadline is Saturday

**IMPORTANT REMINDER:** If you have received one or more ballot requests from military or overseas

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- MOVE Ballot Deadline is Saturday
- MOVE Compliance Report
- Help Desk Available Saturday



### Military and Overseas Voter Compliance Report

Beginning on Sunday, all users will receive the MOVE compliance report survey pop-up when they login, but the survey can be submitted only once per jurisdiction. The survey pop-up will appear upon each login until a response has been submitted from the jurisdiction. To respond at a later time, or if someone else from the office will respond, simply close the pop-up to dismiss the report. **A response is due by Tuesday, June 23.**

MOVE BALLOT SURVEY

1) Do you have 3 UOCAHA voters from [jurisdiction] participating in 2020? (YES/NO) Did you enter all your military and overseas voters?

☐ YES

☐ NO

2) Did you issue a ballot to every MOVE voter who requested one between 11/27/2019 and 12/31/2019? If no, why?

☐ YES

☐ NO

COMMENT (INCLUDE REASONS FOR LATE ISSUANCE)

3) Have you returned your paper ballots from your county clerk yet?

☐ YES

☐ NO

COMMENT (DATE OF ACTUAL EXPECTED DELIVERY)

protected voters since November 6, 2019, **ballots MUST be** emailed, faxed or postal mailed by **Saturday, June 20**, via the voter's preferred method. If regular ballots are NOT available to be mailed by Saturday, the "MOVE ballot" in QVF Refresh must be printed and mailed instead.

Electronic ballots are available now.

You can obtain the electronic ballot in AV Details of the QVF. Voters recorded as UOCAVA voters in voter registration will receive the MOVE Ballot option in AV Details. Full instructions can be found on [page 6 of the Military and Overseas Voters Manual for Election Administrators](#).

Be sure to proof electronic ballots before sending to ensure their accuracy.

To make this reporting process more efficient, the ballot sent dates recorded in QVF will be used to report ballots sent on time and ballots sent after the 45-day deadline. You will need to confirm the number of MOVE voters in your jurisdiction, confirm that you have issued ballots to all MOVE voters, and provide comments for any late-issued ballots. You will also be asked if you have received your paper ballots. Once you have answered the survey questions, we will report the required information to the US Department of Justice.

Review your UOCAVA voters in the QVF for accuracy. As a reminder, voters shouldn't be marked in this manner unless an application was submitted by the voter after November 6, 2019, for the 2020 calendar year.

For more information and full instructions, please review the [Military and Overseas Voters Manual for Election Administrators](#).



### **Help Desk Available Saturday**

The QVF Help Desk will be available from 9 a.m. to 2 p.m. Saturday, June 20, 2020, to support those local clerks who are printing or downloading electronic MOVE ballots and processing the transaction in QVF to meet the military and overseas voter Saturday delivery requirement for the August primary.

If you need assistance, please don't hesitate to call 800-310-5697 and leave a voicemail. Your call will be returned ASAP.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).

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Michigan Bureau of Elections

# News Update

for Election Administrators

June 10, 2020



## Election Inspector Training

Certification training for all 83 county clerks and clerks of jurisdictions with 10,000 or more in population was provided by Bureau of Elections training staff in December and January. This training was intended to provide a wide array of resources and guidance in providing an election inspector training program in your county or municipality. All of the resources highlighted at that training, and a few more, are now organized in an [Election Inspector Training Playlist](#) in the eLearning Center. We recognize the challenge of delivering election inspector certification training in the current climate, and we hope these resources will be helpful. [Additional guidance on election inspector training program options](#) in our current environment can be found in eLearning.



## Election Official Accreditation Voter Registration Chapter Moves Online

To accommodate evolving needs for training in different formats, our office is working to convert our Election Official Accreditation training online. The first major chapter to move online is our Voter Registration chapter. [This module](#) can be found in the eLearning Center and will be assigned to anyone who attended an in-person Election Official Accreditation program in 2020. Moving forward, it will be a suggested course for anyone who takes the QVF "Basic" or "Basic to Complete" courses in eLearning Center. It provides a statutory and procedural foundation and terminology to help support QVF users. (As a

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- Election Inspector Training
- Election Inspector Election Procedure Flip Chart Updated
- Election Official Accreditation Voter Registration Chapter Moves Online
- RLA Report and Results
- QVF Training Available Online
- Tabulator Funding Application Available



## Election Inspector Election Procedure Flip Chart

Everyone's favorite training tool and Election Day reference guide is in a new format in the eLearning Center [here](#) and on our public website [here](#). Although we don't plan right now to distribute paper copies of this document in 2020, we have adjusted the format to make it electronically more user friendly. Clerks may now save the PDF version of this manual to the desktop of your precinct's EPB laptop or voter greeter tablet to allow for easy

reminder, these QVF courses are also available on eLearning). Once the full Accreditation curriculum is converted to the online format, this chapter will be included to complete Accreditation requirements.



## QVF Training Available Online

The QVF Help Desk is receiving many calls regarding account requests. Accounts requests and training may be accessed entirely online at this time.

1. Every new user needs their own [Elections eLearning Center](#) account. You can use the “Need to set up an eLearning Center Account?” link on the eLearning login page.



2. The user logs into eLearning to search for and take the QVF training they need online.

At this time, everyone starts with the [QVF Basic User Curriculum](#). The curriculum groups needed items together, including handouts, the Troubleshooting and Profile Preferences guides, and the QVF User Agreement. QVF Basic Users will be able to track AV applications and ballots and help with voter registration during the 14 days prior to and on Election Day.

QVF Complete users get full access to QVF functionality, including voter registration all year, the QVF Inbox, card printing, status changes including notice printing, and more. The in-person QVF Complete classes are not being held at this time; instead, users needing Complete access

electronic access to the document. The document now has an interactive Table of Contents allowing the user to click on a topic and jump immediately to that page in an electronic flip to a specific procedure for guidance. Additionally, users may use “Control F” to bring up a search box to facilitate a key word search.



## Risk-Limiting Audit Pilot Report and Results

A report on the March 2020 Presidential Primary Risk-Limiting Audit Pilot is now available. You can read the report and view the data [here](#). Thanks again to everyone who participated in this highly successful pilot – the largest of its type ever conducted!

should search for and take the [QVF Basic to Complete](#) online course. To request an account upgrade or submit the QVF user agreement at that time, email [QVFHelpDesk@michigan.gov](mailto:QVFHelpDesk@michigan.gov)

For temporary users, please provide their anticipated last day of elections work when emailing the agreement so those accounts can be set up to expire at the correct time.



## **Tabulator Funding Application Available**

An [application for expanded funding opportunities](#) for tabulators, high-speed tabulators, and related software to be used with Absent Voter Counting Boards (AVCB) is now available in eLearning.

The reimbursement rate will be 50 percent of the tabulator and/or software costs, or \$30,000, whichever is less. Tabulators must be used in an Absent Voter Counting Board, but clerks with existing AVCB's are also eligible to receive cost share to order additional tabulators.

Jurisdictions seeking funding may order both the high-speed tabulator and adjudication software if needed, but funding is capped. The following examples illustrate the funding options available:

Option 1: Get 50% reimbursement for a regular-speed or high-speed tabulator (up to \$30,000)

or

Option 2: Get 50% reimbursement for costs expended on high-speed tabulators and related software, capped at \$30,000.

Example: Jurisdiction spends \$36,000 on a high-speed tabulator and \$10,000 on adjudication software. State funding: \$23,000

Example: Jurisdiction spends \$36,000 on a high-speed tabulator and \$40,000 on adjudication software. State funding: \$30,000

The deadline to fill out the application is June 30, but funding will be allocated to applicants on a first-come, first-serve basis so we recommend applying as soon as possible. Only one request will be accepted per jurisdiction, those who applied in the first round of funding are not eligible to apply again. If funding remains at the end of the application period, the Bureau will inform clerks of additional funding opportunities. Jurisdictions that have purchased qualifying equipment since January 20 are also eligible to apply for reimbursement. For more information, see the application.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).

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## Michigan Bureau of Elections News Update for Election Administrators

May 29, 2020



### Risk-Limiting Audit Pilot Update

The Risk Limiting Audit Pilot of the March 10, 2020 primary was an overwhelming success. Michigan clerks completed the largest risk limiting audit *ever* in terms of number of jurisdictions and counties participating – 277 jurisdictions randomly pulled ballots as part of the audit. Participation among county and local clerks was extremely high, allowing us to simulate an actual audit very closely.

Fuller details are available below, but two things are immediately apparent: First, Michigan's local and county election clerks do tremendous work delivering accurate, secure election results even under difficult circumstances. Second, paper ballots provide a key election security safeguard, allowing meaningful audits of election results to ensure outcomes are correct.

#### Participation

Among county clerk offices, 80 out of 83 offices participated in the pilot. Local clerks in 78 counties retrieved ballots from their ballot retrieval list, and 73 counties retrieved every ballot from their list. Overall, 669 ballots were randomly selected statewide, and 591 were able to be retrieved. The remaining ballots randomly selected were from nonparticipating jurisdictions or clerks who were otherwise unable to retrieve the ballots under present circumstances.

#### Results

Because this was a pilot, the state did not attempt to actually verify the outcome of the election, but the retrieved ballots

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- Democracy MVP Program
- Election Security Workshop
- QVF Software Release
- Perm AV List Grows
- Using Mass AV Approaching Election Day



#### **QVF Software Release for May 29, 2020**

The release includes the following:

##### **Voter Registration.**

Corrected an issue with the Perm AV indicator to ensure that it remains on or off even in edge cases.

##### **Mass AV Application.**

Added the ability to add the Perm AV box to voter applications who are not currently on the Perm AV List.

**MVIC.** Voters who select the "Perm AV" option on MVIC or the Online Voter Registration application will receive an inbox

did mirror the election outcome almost exactly. Across the state, 669 ballots were randomly selected using the following procedure. First, county clerks completed “ballot manifests” documenting how many ballots were in each container – essentially, a randomly searchable list of all ballots in the state. Participants then rolled 20 different 10-sided dice to generate a random 20-digit number. This random 20-digit number was input into a software program that randomly picked ballots across the state to be retrieved.

Of the 669 randomly selected ballots, 78 were from jurisdictions that did not participate in the audit. For that reason, they could not be retrieved from ballot containers by the local clerks. These non-retrieved ballots were not reviewed as part of the sample, so it was not possible to conduct an actual audit of the election results. That was as expected in this pilot environment—the purpose of the pilot was to practice the procedures for this type of audit to understand how the process functioned on a statewide scale and where current procedures may need to be improved to ensure an efficient process.

That said, the ballots pulled mirrored the election results almost exactly, strongly suggesting that if the sample had been complete, the “risk limit” would have been met and the outcome of the election would have been confirmed within the statistical level of certainty selected. In the Republican Primary, Donald Trump received 154 votes out of 162 ballots pulled, or 95 percent of votes. This closely mirrors the official results, in which Trump received 94 percent of votes. In the Democratic Primary, out of 415 ballots pulled, Joe Biden and Bernie Sanders received 224 and 155 votes, respectively. This equates to 54 percent for Biden and 36 percent for Sanders. In the official results, Biden received 53 percent of votes and Sanders received 36 percent. In other words, for the three leading candidates in the two primaries, the randomly selected ballots *were all within one percent of the official outcome*.

Again, because 78 ballots out of the sample could not be retrieved, an official audit could not be conducted. However, these results, based on a random sample of paper ballots, strongly suggest there were not any major irregularities in tabulating ballots. In other words, clerks are doing an excellent job making sure ballots are counted completely and accurately.

The overwhelming participation of local and county clerks, even in the midst of a global pandemic, is a testament to their dedication to public service and secure elections. Because of the pandemic, traditional Michigan audits were not conducted following the March Election, as these audits

message that states they are on Perm AV.

**MVIC.** Placed local jurisdiction clerks above the county clerk when the user searches for their clerk by county.

typically require multiple election officials working in close proximity to one another. Those audits will resume under safe conditions in future elections. However, conducting this pilot, which could be done remotely, boosts confidence that Michigan got the outcome of the March primaries right.

Risk-Limiting audits compliment the audits Michigan clerks already perform. Currently, Michigan election officials conduct random procedural audits to make sure machines were programmed correctly and in which all of the ballots in a given precinct are counted by hand. These audits confirm, with great precision, that an individual precinct was tabulated properly. These audits cannot be practically done for all precincts in the state for every election, however, because that would be the equivalent of a full hand recount in every election.

That's where risk-limiting audits come in – instead of trying to hand recount all ballots in the state, the risk limiting audit randomly samples ballots statewide. If something unusual—such as an error in the tabulators that count paper ballots—did occur at large scale across the state, the risk limiting audit would catch it by reviewing a sample of the paper ballots. So, while traditional audits review a small number of precincts in full detail, risk limiting audits review the full state in limited detail. The two approaches complement each other in verifying election results and boosting election security.

This pilot - the largest ever conducted - shows that risk-limiting audits are a viable method of auditing election results in Michigan with no change to current processes. A very new process was scaled up statewide with only remote support and minimal questions. Most questions we received were verification type questions where clerks understood the process, but wanted reassurance before completion of their tasks. We will have more to share about this pilot soon.

Audits of this nature are possible because of two of the best features of Michigan's elections – secure paper ballots and dedicated local and county election officials working cooperatively to deliver trusted election results to Michigan's voters. Michigan clerks should be commended for the success of this pilot and, we encourage you to proudly explain to your voters the additional steps you are taking to ensure our elections are secure.



## Democracy MVP Program

As you may know, earlier this spring the Department launched an election worker recruitment effort, called “Democracy MVP.” So far, we have recruited **over 2,000** people in the span of a few short weeks who are interested, willing and able to work on Election Day. The recruitment campaign is designed to help meet your needs – we know many of you are concerned about finding willing and able poll workers this fall. You can read more at [Michigan.gov/DemocracyMVP](https://Michigan.gov/DemocracyMVP).

If you have not already, please contact Colleen Garety at [GaretyC@Michigan.gov](mailto:GaretyC@Michigan.gov) if you need additional poll workers in August or November and would like to employ the interested “MVP” sign-ups in your area. Letting us know your interest will also help us target areas for more recruitment. We have already heard from several clerks requesting that these new recruits be directed to their office, which is fantastic.

This is a statewide recruitment effort, and we already have heard from interested people in all areas of the state. So far, at least one person has signed up in 74 of the state’s 83 counties, and we are just getting started. For context, you can see a county-by-county breakdown of current sign-ups below.

County	MVP Sign-Ups
Wayne, Oakland, Kent	200+
Ingham, Washtenaw	100-150
Genesee, Kalamazoo, Macomb, Ottawa	50-99
Allegan, Clinton, Eaton, Grand Traverse, Jackson, Livingston, Muskegon	25-49
Bay, Berrien, Calhoun, Houghton, Lenawee, Monroe, Newaygo, Saginaw, Shiawassee Van Buren	15-24
Antrim, Barry, Benzie, Chippewa, Emmet, Isabella, Ionia, Leelanau, Manistee, Marquette, Mason, Mecosta, Midland, Tuscola, Wexford	10-14
Alpena, Charlevoix, Cheboygan, Clare, Huron, Iosco, Lapeer, Oceana, Osceola, Otsego, Roscommon, Sanilac, St. Clair, St. Joseph	5-9
Arenac, Alcona, Branch, Crawford, Dickenson, Gladwin, Gogebic, Gratiot, Hillsdale, Kalkaska, Lake, Luce, Mackinac, Menominee, Missaukee, Montmorency, Ogemaw, Ontonagon, Presque Isle	1-4



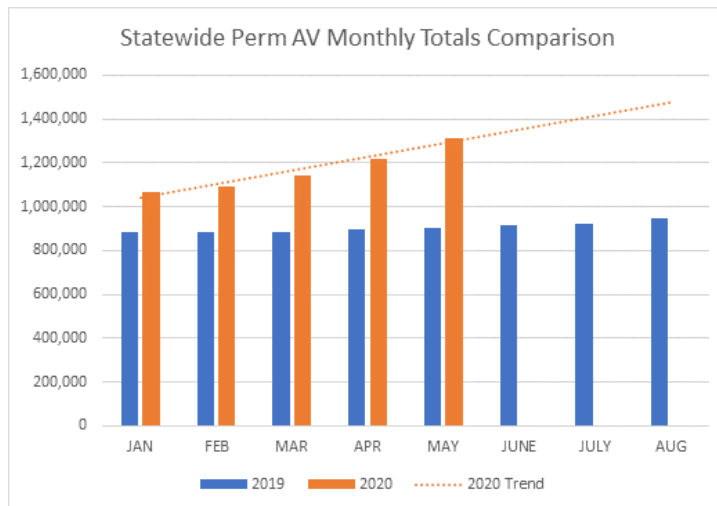
## Save the Date - Election Security Workshop

The State of Michigan Bureau of Elections along with Cyber Security Partnerships (DTMB) have partnered with the Department of Homeland Security to hold an Elections Security Workshop. The workshop will be held virtually and provide cybersecurity, physical security, and emergency response resources and best practices. We are inviting all elections and IT personnel to attend. Please mark your calendars to attend one the three dates listed below. We look forward to your participation.



## Permanent Absentee Voter List Grows

The chart below depicts growth of the Permanent Absentee Voter List statewide. The average monthly growth by county has been about 5.4% with some counties increasing at a higher rate. April and May showed a greater rate of increase than previous months. We hope that this information is helpful to you as you plan for the conduction of the upcoming elections.



## Using Mass AV Approaching Election Day

In the past, Mass AV has been used typically once per election to send one batch of AV applications to your Perm AV voters. Voters now have several ways to request to join the Perm AV list, including while moving, while registering online, and via MVIC. It will be necessary to check Mass AV regularly for Unsent Applications to respond to these voter requests prior to the election.

- For detailed instructions on AV application generation, including output formats for printing or file generation, see [QVF Manual Ch. 6, Absentee Voter Tracking](#).
- For additional instructions on selecting label preferences and other options, see the [QVF Profile Preferences Guide](#).

### AV Applications for Registered Voters on Perm AV List

- Generate your Perm AV applications normally.
  - Review your selections.
    - Select the Main Election and a Secondary/General Election to record dates for dual AV applications for August and November. (Voters whose November applications have already been received will not get updated dates.)
    - Select Include/Exclude Voters: Only Perm AV voters
    - Select Voter Group: All
  - Select the precinct(s) for which you want to generate and/or record applications. Consider whether you wish to do one large batch or work on a few precincts at a time, repeating the process.
  - Click Search
  - Change Output Format and Print Now/Print Later printing options if you want something other than the defaults set in your AV Preferences
  - Click Preview/Print to go to the Printing Options menu
  - **Important: Record Sent Date** at the time you are generating apps or saving the file to be sent to a printer. This ensures you are marking the correct voters being sent applications and will help you differentiate



later Perm AV voters from these who have already been assisted.

### AV Applications for Registered Voters Not Already on Perm AV List

For those local jurisdictions preferring to generate and send their own dual AV applications to all registered voters, the QVF Mass AV Application tool has been updated to support that effort.

- Generate Perm AV applications normally (see above instructions). Then,
- Generate applications for other voters by searching with the Include/Exclude Voters selection of “All Registered Voters (Except Perm AV).”



### “Maintenance” AV Applications for New Perm AV voters

After the initial AV application batch has been generated, subsequent searches can focus on “only unsent applications” to assist new voters.

- Choosing “Only Perm AV” and “Only Unsent Applications” lets you search for and assist new Perm AV voters, some of whom may have moved in as Perm AV voters, joined the Perm AV list as they registered to vote online, or joined using MVIC’s button.
- Choosing “All Registered Voters (Except Perm AV)” and “Only Unsent Applications” lets you search for and assist new registrants who have not requested to join the Perm AV list.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk email accounts. If other election administrators would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

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## Michigan Bureau of Elections

# News Update

for Election Administrators

May 21, 2020



### AV Applications for Registered Voters Not Already on Perm AV List

For those local jurisdictions preferring to generate and send their own dual AV applications to all registered voters, the QVF Mass AV Application tool has been updated to support that effort.

- Generate Perm AV applications normally. Then,
- Generate applications for other voters by searching with the Include/Exclude Voters selection of "All Registered Voters (Except Perm AV)."

For additional instructions on AV application output formats, see [QVF Manual Ch. 6, Absentee Voter Tracking](#).

For additional instructions on selecting label preferences and other options, see the [QVF Profile Preferences Guide](#).

#### Table of Contents

- AV Applications for Registered Voters Not Already on Perm AV List
- QVF Software Release



## QVF Software Release For May 21, 2020

**Mass AV.** Allows users to send absentee applications to registered voters who are not on the permanent absentee list. (*see related article*)

**AV Scan.** Users are now presented with a warning message if receiving an application that has already been received.

**Absentee Voter Details.** A progress bar has been added to visually represent the application and ballot sent and received progress.

**Election Inspector.** Added the ability to delete an existing election inspector training date.

**Candidate Listing.** Provided additional sorting abilities when ordering by region.

**Precinct Delegate Import.** Corrected issues with current Precinct Delegate import so that it no longer errors out.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).

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## Michigan Bureau of Elections News Update for Election Administrators

May 21, 2020



### Additional Information About AV Application Mailing

#### Reimbursement for Local Mailings

Following the Tuesday newsletter's announcement about the state sending absent voter ballot applications, and the Secretary of State's [communication](#) later that day, several clerks have asked for the reimbursement level if clerks choose to send their own mailing to all registered voters. The state will reimburse clerks up to the same amount they would have spent had they mailed applications to those voters. We will reimburse up to 71 cents per registered voter NOT on the permanent AV application list. In other words, local jurisdictions will be reimbursed for what they spend to mail applications to their non-permanent list voters, or 71 cents per non-permanent list voter (whichever is less). Local jurisdictions can also spend *more* than 71 cents – for example, if they want to include return postage – and pay the difference. Just keep in mind that the state is mailing, or reimbursing, only for the non-permanent list voters. Local jurisdictions will mail to their permanent list, as always.

We are updating the application mailing distribution as clerks notify us of their preference to mail applications to their voters. As noted in the Secretary's message on Tuesday, clerks should contact the Bureau by COB Friday, May 22 if they intend to send their own applications. After we have the list of clerks that intend to send their own applications, we should be able to provide a better picture of when clerks can expect applications to arrive in voters' mailboxes. Mailing isn't done strictly in order of jurisdiction, so we don't have real-time information about exactly which applications have been mailed, but if you contact us we should be able to tell whether some or all of your voters'

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- Additional Information About AV Application Mailing
- Update on Candidate Filing Deadline
- Polling Place Changes Clarification
- RLA Update



#### Update on Candidate Filing Deadline

Yesterday, the United States District Court for the Eastern District of Michigan issued a court order requiring the Bureau of Elections to again adjust the accommodations and procedures made to the filing deadline for the August 4, 2020 primary election. The order eliminates the requirement that had been included in the prior court order (which had extended the deadline to May 8 for some candidates) that candidates have filed a statement of organization with the Federal Election Commission or the Bureau of Elections by March 10, 2020. This will likely affect only a small number of candidates filing with County or city officials. [Townships are not impacted.](#)

applications have been mailed. As stated previously, we will make every effort to remove applications from the mailing if clerks inform us they prefer to send their own applications.

### Check Clerk Contact Information

The AV application mailing is based on the information clerks have entered into the Clerk Contact section of the Qualified Voter File. Applications will most often be returned by mail or e-mail; clerks should verify their contact information is correctly recorded [here](#). The business address on the application is the address clerks have provided in QVF unless a mailing address was provided. The e-mail address included is the clerk-provided e-mail address in QVF. Some clerks have found it useful to enter an email address that can be accessible to multiple users and put that email address in the module instead. Note that while absent voter [applications](#) can be returned electronically, [ballots](#) still need to be mailed or hand-delivered. There is no option to e-mail ballots. We apologize if Tuesday's newsletter was unclear on that point.

### QVF and Mass AV

The Mass AV function is being modified to allow clerks to mail applications to all registered voters more efficiently. There will be a drop-down option to send Mass AVs to all voters not on the permanent AV application list added as soon as possible. This will facilitate mailings for jurisdictions that want to send their own applications.

The QVF is programmed to generate a dual AV application. A dual AV application is required to allow the voter to choose a ballot for August and November if the voter chooses to do so.

Mass AV will generate an application to be mailed to all registered voters, including voters with a challenge or verify status. Mailings to these voters may be undeliverable if a voter has moved; however, registered voters with this status are eligible for an absent voter ballot application and will have that status removed if they return a valid, signed AV application.

### Review Election Geography

Jurisdictions with a QVF Complete user should review their own Election Geography for August in QVF **as soon as possible** under Elections and Election Geography.

For the narrow set of candidates affected, the previous May 8 extends the filing deadline to May 22nd at 4:00 p.m., only for candidates that did not file nominating petitions by 5:00 p.m. on May 8, 2020. Signatures must have been obtained on or before May 8, 2020. There will also be a condensed challenge period for those candidates who file between May 20 and May 22; challenges must be submitted by May 26th at 9:00 a.m. and can be submitted by email with hard copy to follow. The condensed challenge window will ensure that boards can certify candidates by June 2 and ballot contents can be finalized by June 5.

Again, this will likely affect only a small number of candidates who file with the state, counties, or cities – townships are not affected. You can learn more about the procedure and read the order [here](#).



### Polling Place Changes Clarification

The May 13, 2020 News Update included a reminder that the final date cities and townships can establish, move, or abolish a polling place for the August Primary election is Friday, June 5. Please note this is a different procedure than moving precinct boundary lines or permanently consolidating precincts. The deadline for making precinct changes was January 7.

Jurisdictions with Basic users should work with their county clerk's office for any needed Geography edits.

State-printed AV applications will include:

- the August Precinct label for each voter
- the August Ballot Style Alias label for each voter, and
- the AV Counting Board if entered

Jurisdictions with more than one ballot style in a precinct this August are most likely to wish to make edits. If no changes are made, the system generated number for the ballot style will be printed as well as the precinct number.

The BS Alias field reflects August Geography, not any additional November splits, because of its relation to autoincrement and lockout features for AV and the Electronic Pollbook.

In the example below, Muskegon's precinct 03009 has two ballot styles due to a county commissioner split. If no action is taken, the aliases that would print would be 2850 and 2849. If, however, the clerk prefers 9A and 9B, or some other aliases, those should be assigned as soon as possible.

SCREENSHOT OF ELECTION GEOGRAPHY SYSTEM

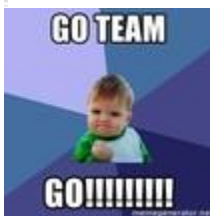
REGION TYPE: JURISDICTION REGION: MUSKEGON CITY (03009)

SELECTING 'F' WILL ALLOW YOU TO EXPAND THE SCREEN TO FULL VIEW  
COMBINING PRECINCTS AND SETTING POLLING LOCATIONS CANNOT BE DONE UNTIL THE COUNTY COMPLETES BALLOT ADMINISTRATIVE INCLUSION LIST FOR A GIVEN ELECTION

TOGGLE FILTER HEADER | RESET FILTERS

Page: 1 of 1 | DISPLAYING 1 TO 11 OF 11 ITEMS

NAME	POLLING LOCATION	JURISDICTION	PREC CODE #1	BS ALIAS	CD	VOTERS	EST	SCHOOL DIST	VILLAGE DISTRICT	COUNTY COMM
MUSKEGON - SOUTH W-BEACH	MUSKEGON CITY (03009)	03009	2850		2	1485	0100	MUSKEGON PL	0300	
MUSKEGON - SOUTH W-BEACH	MUSKEGON CITY (03009)	03009	2849		2	1485	0100	MUSKEGON PL	0300	
MUSKEGON - CITY HILL	MUSKEGON CITY (03009)	03009	2847		2	1485	0100	MUSKEGON PL	0300	
MUSKEGON - CITY HILL	MUSKEGON CITY (03009)	03009	2848		2	1485	0100	MUSKEGON PL	0300	
MUSKEGON - DEPT OF PUBLIC WORKS	MUSKEGON CITY (03009)	03009	2849		2	1485	0100	MUSKEGON PL	0300	
MUSKEGON - REDNICK-POTTER C	MUSKEGON CITY (03009)	03009	2850		2	1485	0100	MUSKEGON PL	0300	
MUSKEGON - REDNICK-POTTER C	MUSKEGON CITY (03009)	03009	2849		2	1485	0100	MUSKEGON PL	0300	



**RLA Update**

Remember – a precinct is the geographical boundary which includes a particular group of voters, and a polling place is the location where those voters go to vote on election day.

We understand that many clerks would like to make precinct changes due to the anticipated increased volume of mail ballots. However, the deadline to make those changes passed on January 7, and at this time we expect the August election to run under the normal statutory guidelines.



As a reminder, the risk-limiting audit (RLA) pilot for the Presidential Primary kicked off on Monday. Kudos to the many counties who have already completed this process. We've been pleased with the high level of participation and ease of the process, despite working through this completely remotely. Local clerks, if you have not finished retrieving the ballots selected please do so as soon as possible but no later than 1 p.m. County clerks need to have the ballots entered into the audit software by 4 p.m. As always, if you have any questions, please reach out to VotingWorks at [rla@vx.support](mailto:rla@vx.support).

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).

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Michigan Bureau of Elections

# News Update

for Election Administrators

May 19, 2020



## August Absent Voter Ballot Application Mailing

The Secretary of State is mailing absent voter ballot applications in advance of the August Election to registered voters in the state. The state will not send absent voter ballot applications to voters on local permanent absent voter ballot application lists, understanding that clerks are already sending applications to these voters. Additionally, we are aware that several clerks plan to send absent voter ballot applications to all of their registered voters for August and so the state will not send to those individuals either.

As indicated in last week's Newsletter, clerks should consult with their own legal counsel before sending applications, but the Bureau's view is that local and county clerks are not prohibited from sending applications to all registered voters. The Bureau is mindful of two court cases, *Taylor v Currie*, 277 Mich App 85, 97 (2007), and *Fleming v Macomb County Clerk*, 2008 WL 2553266 (Ct App Mich June 26, 2008, unpublished), that prohibited a city and county clerk, respectively, from sending absent voter ballot applications to specific subsets of their voters. Significantly, those cases were decided before Michigan's Constitution was amended and under circumstances different from the present, so they are distinguishable from a current city- or countywide AV application mailings in several respects. Clerks who plan to send applications to all voters should inform the Bureau of Elections, and we will work to reduce duplication of effort between local, county, and state mailings.

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- August Absent Voter Ballot Application Mailing
- Presidential Primary Reimbursement Reminder
- Risk-Limiting Audit Pilot



## Presidential Primary Reimbursement Reminder

As of yesterday, only 58 counties and 761 local jurisdictions had submitted their presidential primary reimbursement form. In order to be reimbursed, we must receive your online claim form by **June 8, 2020.**

The [county](#) and [city/township](#) claim forms are available in eLearning. We have provided [reimbursement guidelines and worksheets for county and local clerks](#) to help you calculate totals for each expense type. We recommend that you print the worksheet first and then use those section totals for entry into the online form. You must type your information in the claim form in one session. There is no ability to save and edit the form later. If you need to make corrections to a submitted form, you will need to complete a new form and check the "Changes to a Previous Claim" box in the County Information section.

All claimed expenses must be attributable to the March 10, 2020 presidential primary. Additional expenses attributable to any local question can't be claimed – for

Because voters can begin applying for AV ballots on Thursday, May 21, and mindful of postal delays in some areas, the state is sending the mailing at this time to supplement local efforts to encourage as many voters as possible to apply for and cast ballots by mail in the August election. All applications sent by the state will be dual August/November applications with voter information pre-printed on the application (including QVF barcode) and will include a cover letter and instructions for returning ballots by mail, e-mail, or in-person. Examples will be posted in eLearning later this week.

example, the cost of the local proposal-only ballot.



## Risk Limiting Audit Pilot

Monday morning the Bureau of Elections and county and local clerks kicked off the March 10 Presidential Primary risk-limiting audit pilot. We determined the 20-digit random number that starts the random selection process by rolling 20 10-sided dice and recording the result. You may view [this video](#) of the process here, and we will post the video in eLearning later this week. We also used the ARLO tool to randomly select the ballots to be retrieved. Counties have received an email with the information. Local clerks should watch for an email from your county to let you know whether a ballot in your jurisdiction has been selected.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk email accounts. If other election administrators would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

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Michigan Bureau of Elections  
**News Update**  
for Election Administrators

May 13, 2020



## Presidential Primary Risk-Limiting Audit Pilot starts Monday

Over the last week, counties have been preparing the ballot manifests for use in next week's risk-limiting audit pilot. The next step is to randomly select ballots to be audited and have local clerks retrieve them and report the votes to the county clerks. Here's how that will work:

1. Monday, May 18, at 10 a.m. - Bureau of Elections' staff will roll 20 ten-sided dice to create a random number. The dice rolling can be viewed via [Zoom](#). The random number will be entered into the audit software (Arlo) to generate the list of ballots to be audited.
2. Monday, May 18, by 1 p.m. - Counties will download the county's ballot retrieval list from Arlo and distribute it to the local clerks selected.
3. Monday, May 18, through 1 p.m. Thursday, May 21 - Local clerks will retrieve the ballots selected, record the votes cast on each ballot on a tally sheet, and send the tally sheet to the county when complete.
4. Thursday, May 21, by 4 p.m. - Counties will ensure all vote tallies for the ballots selected are entered into Arlo.

**As noted before, only 670 ballots will need to be retrieved statewide. Many jurisdictions (and even a few counties) will not have to retrieve ballots; it's simply luck of the draw.**

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- Absent Voter Applications
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- Deadline to Move Polling Places
- Release of Security Memo
- US Postal Service Ballot Envelope Guidelines
- May Election Statistics
- No Provisional Ballot Report for May
- QVF Software Release



### Last Day to Move Polling Places is June 5

The final date cities and townships can establish, move, or abolish a polling place for the August Primary election is Friday, June 5.

As a reminder, the moving of a polling place requires:

- Township board or city council/commission approval
- Notice to voters

If your jurisdiction does have to retrieve ballots, you'll need removable labels or post-it notes and paper as supplies.

Follow these steps to retrieve the ballot(s):

1. Locate the ballot container selected.
2. Open the ballot container - verifying seals as you normally would.
3. Pull all of the ballots out of the container and arrange them neatly (if an AVCB was selected and ballots were bundled by precinct or batched separately, locate the correct precinct/batch).
4. Count down through the stack of ballots to the ballot number selected.
5. Pull the selected ballot off the stack, write the batch name and ballot number on a removable label and place it on the ballot (if you don't have removable labels, use a post-it note).
6. Write the batch name and ballot number on a full sheet of paper (colored if you have it) and put it in place of the ballot you removed from the stack - we call this a placeholder.
7. If you have multiple ballots to retrieve and cannot keep open containers secure, seal the ballot container back up, recording the seal number on the ballot container certificate and the reason for opening ("audit").

Repeat the above steps until all ballots are retrieved. Once they are all retrieved, tally the votes on each ballot using this [tally sheet](#). Then seal all of the ballots selected into an approved container. If containers were left open, seal the ballots back into the container they came from, simply by placing them on top. Send your completed tally sheet(s) to the county clerk. Your county clerk will tell you how they prefer to receive them.

A [ballot-retrieval video](#) and an [instructional document](#) are available to help you through this process. Additional support is available by emailing [rla@vx.support](mailto:rla@vx.support).

Audits are meant to be a public process. As we pilot this process during times of social distancing, that is more difficult. When possible, two people should be retrieving ballots – one person should pull the ballots out of the

- Notice of the change posted at the old polling location

For full details on what can be used as a polling place and accessibility requirements, refer to [Chapter 14](#) of the Election Officials' Manual or review the [voting precincts and voting locations](#) online course in eLearning.



### **Release of Security Memo for March 10, 2020 Primary**

The Board of State Canvassers certified the March 10, 2020 Presidential Primary on April 29. Security for the March 10 primary will be released on May 18 as indicated in our [release of security memo](#).



### **No Provisional Ballot Report For May**

Many clerks have been asking about the provisional ballot report for the May election. Because the in-person voting options were limited in May, no provisional ballots should have been issued. If you issued a provisional ballot in May, please contact Lori Bourbonais at [bourbonaisl@michigan.gov](mailto:bourbonaisl@michigan.gov).

container and count off the ballots until reaching the ballot being retrieved, while someone else observes from at least six feet away. As this is a practice pilot, it's ok for only one person to retrieve the ballot when two is not practical. A videoconferencing method could also be used to allow a second person to observe the retrieval and count. If you need a person to videoconference, send an email to [rla@vx.support](mailto:rla@vx.support) and VotingWorks staff will set up a time with you to observe.

We also appreciate other methods you may find to share the ballot-retrieval process with voters. We've seen many counties and jurisdictions use their government Facebook accounts to live broadcast public events. Please feel free to use any public sharing methods you've utilized over the past few months to share the ballot-retrieval process too. This document, [Risk Limiting Audits: The Basics](#), is helpful for answering citizen questions.

The support we've seen for this process over the past few weeks continues to show the dedication of Michigan clerks to secure our elections. Trying new processes is difficult and even more so in times of uncertainty. Because this is a pilot, the goal is to learn how to best conduct this type of audit – not to actually verify the outcome. The results of the Presidential Primary are the perfect election results to scale this new auditing process up and work toward the goal of conducting RLAs for all statewide elections and complying with the Proposal 18-3 requirement to audit the results of statewide elections.



## Absent Voter Applications

The online August/November absent voter ballot application is [available online](#) at the Bureau of Elections website and the Bureau has provided updated instructions for vendor-produced forms. Jurisdictions with existing August/November stock can continue to use those forms even if they do not have updated instructions. An updated application that clerks can download from the Qualified Voter File will be available by the end of the day tomorrow. We will put up an announcement banner in QVF when the application is ready.

## QVF Software Release

The QVF Software Release for May 12, 2020 is as follows:

**Process Notices.** Users now can add a comment for voters who were on a "challenge" status.

**Ballot Administration (for county users).** Added the mailing address for candidates listed in the full- and partial-term offices.

**Candidate Listing.** Mailing address, rather than residential address, will show on reports where applicable. When the "address" checkbox is selected at the end of "Address Line One" in Ballot Administration, the address will be hidden on the report.

**UOCAVA and FPCA by Year Report.** The voter's email address will be shown in the csv format only when the "Show Email" option is set to "Yes."

**Quick Match.** Allows searches for hyphenated last names and names with spaces.

Following last week's News Update, in which we advised clerks to proceed with their absent voter ballot application mailings for the August Election, the Bureau received several inquiries from clerks asking if they could send absent voter ballot applications to all registered voters - not just those on the permanent absent voter application list.

Clerks have expressed interest in sending applications to all voters given concerns about COVID -19, the expected increase in voting by mail and interest in handling absent voter ballot applications over a longer time period. They have also asked about the remaining uncertainty of in-person voting for the August election (as of now, clerks should presume that polling places will be open as always). Some clerks have also asked the Bureau's opinion on whether sending applications to all voters is allowable.

Because this is a legal question, clerks should consult with their own municipal or county counsel in considering the issue. The Bureau's view is that municipal or county clerks are not prohibited from distributing absent voter ballot applications to registered voters. The Bureau is mindful of two court cases, *Taylor v Currie*, 277 Mich App 85, 97 (2007), and *Fleming v Macomb County Clerk*, 2008 WL 2553266 (Ct App Mich June 26, 2008, unpublished), that prohibited a city and county clerk, respectively, from sending absent voter ballot applications to specific subsets of their voters. Significantly, those cases were decided before Michigan's Constitution was amended and under circumstances different from the present, so they are distinguishable from a current city- or countywide AV application mailings in several respects.

In both those cases, the courts noted that applications for AV ballots were not being sent to all voters, but only a select few. The courts understood this selective mailing as helping the clerks in their efforts to get elected. This would not be the case in a mailing to every registered voter eligible to vote in the jurisdiction.

Both of those cases were decided before the voters' adoption of Proposal 2018-3, which amended Michigan's Constitution to provide an express constitutional right to an absent voter ballot for all registered voters. The statutory requirements interpreted in those cases assumed that voters must have a reason to apply for an absent voter ballot. That reasons were needed in order to qualify for a ballot, and that only some voters would qualify for those reasons, were an essential part of the courts' decisions. A new mailing program in which all



voters were mailed applications would have to be reconsidered in light of the new state constitutional framework in Article II, Section IV of the Michigan Constitution.

Additionally, neither of those cases involved the emergency circumstances of an unprecedented worldwide pandemic. Whatever the policy and legal considerations of sending voters absent voter ballot applications in 2007 and 2008, there is now a clear health and security basis for informing voters of their fundamental right to vote by mail and a benefit to public safety during this time.

The courts in those cases also noted that the clerk mailing applications was on the ballot. To the extent that would be a concern for any clerks sending applications in this situation, the clerk should simply send applications and envelopes that do not have the clerk's name on it. The Bureau of Elections' position, in general, for election-year mailings is that it is not unlawful for clerks to include their names on election mailings and products (other than ballots and ballot envelopes), but that clerks may wish to consider excluding their name as it would invite a complaint.

Again, it is possible that a court will end up deciding this issue once again, so it is important for clerks to consult with their legal counsel before making any decision whether to mail applications to all voters.

Regardless of whether clerks wish to send all registered voters absent voter ballot applications, the Bureau recommends clerks do as much as possible to encourage voters to apply for absent voter ballots. Many clerks have asked whether there will be any special rules, similar to the May election, for the August or November elections. As of now, there have been no changes to in-person voting rules for either August or November.

Election officials can also take other steps to encourage more voters to register and cast ballots remotely. It will be beneficial to have a higher percentage of voters casting ballots by mail rather than coming to precincts and potentially creating crowding. Another tool to promote more voting by mail is the permanent absent voter ballot application list. Registered voters can join the list at the [Michigan Voter Information Center](#), as shared in last week's update. Local jurisdictions have also built signup tools, such as [Washtenaw County](#) and the [City of Lansing](#).



## Absent Voter Ballot Envelope Update

As announced in last week's update, the Bureau of Elections is funding and facilitating testing of custom-printed absent voter ballot envelopes for all jurisdictions. For August, the Bureau will fund envelopes sufficient to cover 40 percent of each local jurisdiction's registered voters. Jurisdictions should continue to place orders with vendors.

Custom-printed envelopes will include all design elements mandated by the U.S. Postal Service (USPS) to ensure envelopes move through the mail system efficiently – including preprinted clerk mailing addresses, intelligent mail barcodes, facing identification marks, and election mail logos. Custom envelopes are more efficient and result in fewer problems than blank “stock” envelopes, which require clerks to address each individual envelope properly and which cannot be efficiently run through post office equipment.

Custom-printed envelopes also allow for vendors to test designs with USPS, which means local jurisdictions do not have to do it. Testing is underway.

Many jurisdictions have already been using custom-printed envelopes that likely meet USPS design specifications. If you have already been using custom envelopes or if you have ordered custom envelopes, your envelope design may not change at all. The only differences will be that the vendors will test your envelopes for you, and you will be reimbursed equal to the amount the Bureau would have spent on your envelopes.

Jurisdictions with stock envelopes will see those envelopes replaced with custom-printed envelopes. Again, vendors will test those envelopes with USPS. Jurisdictions should retain their old stock envelopes for use with in-person absent voter ballots that do not need to go in the mail.

Custom-printed envelopes for August will not have a prepaid postage indicia on the green envelopes – they will be courtesy reply envelopes – but jurisdictions that

already have been ordering postage prepaid return envelopes can continue to do so at their own expense. Jurisdictions that are interested in ordering custom-printed envelopes with prepaid postage markings should contact their vendors. If jurisdictions are interested in adding postage to their green return envelopes with stamps or a postage meter, they should contact the Bureau of Elections to discuss this process. The Bureau is assessing the feasibility of custom-printed envelopes with prepaid postage for November.

Design Guidelines for  
Michigan Election Officials

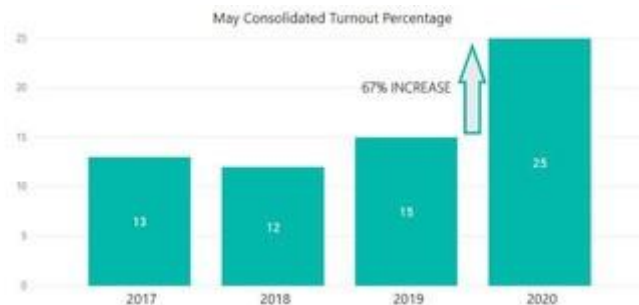
## US Postal Service Ballot Envelope Guidelines

The U.S. Postal Service has provided a [Michigan Ballot Envelope Design Guide](#) for clerks. It explains all the mandatory elements and their placement. The last page of the guide contains tips for voters when returning their ballot. You can share this page on your website, through social media, and in print with your voters.



## May Election Statistics

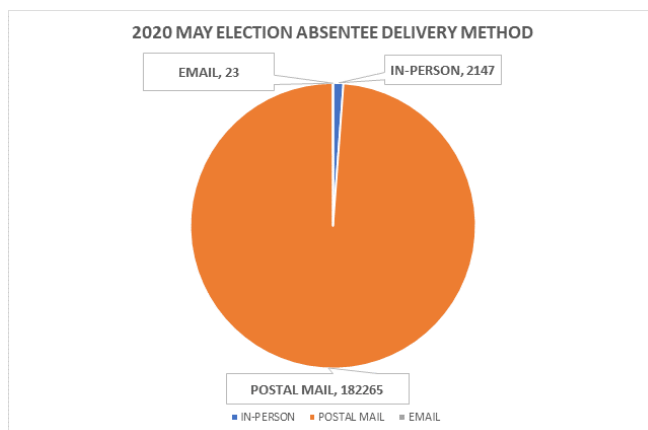
The May 5 election was the first of its kind in Michigan – voters cast ballots primarily by mail, with limited in-person voting. All registered voters were mailed AV applications, and ballot return envelopes were sent postage prepaid. Overall, the May 5 election saw record turnout for a May election and record percentages of ballots cast by mail.



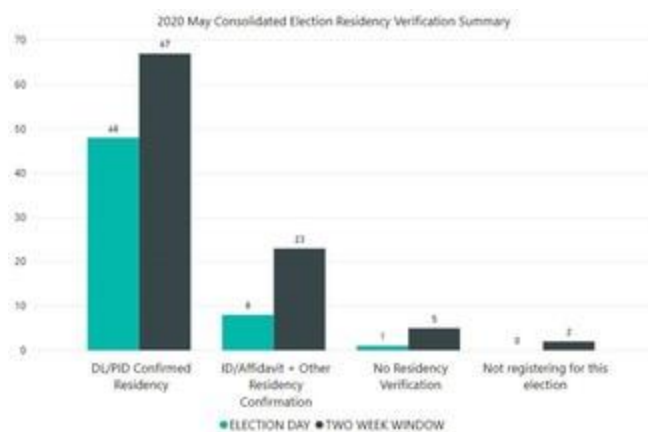
The May 5 election turnout – 25 percent of registered voters – was a record for a May election, and represented

a 67 percent increase from the 15 percent turnout in 2019 (which itself was higher than past years). Additionally, the vast majority voted by mail. According to data reported by local election officials, 99 percent of ballots were delivered by postal mail or delivered to drop boxes rather than in person. It's possible that some in-person absentee voters were reported as by mail (or the other way around) but local officials also reported receiving the overwhelming majority of ballots by mail.

Because of the unique nature of the May election, it is unclear exactly how these numbers will translate to August and November, but these data points may be helpful in preparing for future elections.



The graph below illustrates the number of voters who registered within the two-week window prior to or on Election Day and went to their local clerk's office to provide some form of residency verification – required if they wanted to receive a ballot for the May 5 election. Although the number was significantly lower than March, more than 100 voters did register within the 2-week window.





Michigan Bureau of Elections

# News Update

for Election Administrators

May 1, 2020



## Weekend Hours and In-Person Voting on Election Day Reminder

As stated in the May 5 Mini-Manual, under the Governor's [Executive Order 2020-27](#), the May 5, 2020 election will be primarily by mail, except that local jurisdictions must provide at least one location at which voters, including those who need to register to vote and voters with disabilities who may need to use a Voter Assist Terminal, may receive and submit ballots in person.

We have provided a [precinct door notice](#) in eLearning that you may edit and place on your normal polling place doors on Election Day to direct voters to the correct in-person location.

For those jurisdictions that do not have internet access at their ballot processing location and if the clerk's office is located at the clerk's residence, the following accommodations may be made to provide voting access to in-person voters on Election Day: Provide a printed QVF Precinct List to election workers to utilize to verify voter eligibility. Following the verification of the voter's eligibility, manually add the voter's name to the bottom of the AV List of Voters and issue the voter a ballot. If the voter is registering to vote on Election Day and requiring a ballot to be issued to them, the local clerk will need to enter the voter's information into the QVF prior to tabulation of the voter's ballot, which has been secured in an absent voter envelope. The Voter Assist Terminal does not require internet access and should be provided at the location where ballots are being issued.

Additionally, the executive order does not eliminate the state constitutional requirement to provide at least 8 hours of in-person registration and AV ballot application the weekend before Election Day. Per the executive order, this should be offered subject to restrictions on public gathering

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- [Weekend Hours and In-Person Voting on Election Day Reminder](#)
- [Election Day Set-up](#)

and with safety and hygiene standards including social distancing.



## Election Day Set-Up

Under the Governor's executive order "[a] clerk processing an in-person application to register to vote, any in-person voting in the clerk's office, and any individuals in the clerk's office must use best practices to mitigate the spread of COVID-19 and must comply with any applicable restrictions or requirements to that effect."

You may post signs asking voters to comply with social distancing and hygiene measures to prevent the spread of COVID-19. Under [Executive Order 2020-59](#), you may ask voters to wear a mask or other face covering that covers the voter's nose and mouth while in an enclosed space and restrict the number of people inside your office or building at one time.

If you have a voter who refuses to wear a face covering or comply with social distancing, you could set up a table outside the building where the voter could place their application and step back an appropriate distance to allow you to receive the application for processing. You could then issue a ballot and place it on the table, the voter could take it to their car to vote, and then return the ballot to the table for you to pick up.

You may also want to consider other options for voting on Election Day that would not require voters to enter your office or building. You could allow voters to apply for and vote their ballot either from their car or at a station set up outside of the building. You could also have a secure drop box available where voters may place their ballot after voting. You could even set your parking lot up to allow for "drive-thru" voting.

Additionally, you should ensure that you increase your standards of cleaning and disinfection to limit election worker and voter exposure to COVID-19.



Michigan Bureau of Elections

# News Update

for Election Administrators

April 30, 2020

## Jurisdictions With a May Election

For those having a May election, watch your email for a Special May News Update this afternoon.



## Presidential Primary Risk-Limiting Audit to be conducted the week of May 18

Last week, we shared process details regarding the Presidential Primary RLA. Most of the audit will begin on May 18 when the Bureau of Elections will generate a random number (generally done by rolling dice) to put in the software that will select the random ballots to be audited. By the afternoon, lists of ballots selected will be sent to county clerks for distribution to local clerks. Local clerks will have until noon, Thursday, May 21 to pull the selected ballots and report the votes to county clerks.

One task that has to be completed by May 13 is the completion of the ballot manifest. The ballot manifest is a task completed by the county with occasional input needed from local clerks. This includes local clerks who:

- utilized AVCBs and stored ballots in multiple containers
- utilized AVCBs and further separated ballots within the container (i.e. bundled and clearly labeled by precinct or batches)
- counted and secured provisional envelope ballots after the election

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- Presidential Primary RLA
- Ballot Admin Due
- BOE is Hiring



### County Clerks - Ballot Admin Due

The QVF Ballot Administration deadline for the August 4, 2020 election is **May 13!** Meeting this deadline is critical to ensure that city and township election officials can access their assigned election administration tasks for their voters.

Please refer to eLearning by searching for the key words **Ballot Administration** for the manual and training video. Once all full-term, partial-term, and proposals are entered and marked complete at 100 percent statewide, we will enable the MOVE Ballot and the Michigan Voter Information Center (MVIC) website.

Please be sure to mark "offices on ballot complete" and "candidates complete" under both the full- and partial-term tabs, even if you do not have anything on the ballot.

Please contact the QVF Help Desk by emailing [QVFHelpDesk@Michigan.gov](mailto:QVFHelpDesk@Michigan.gov)



*Creating a ballot manifest - should take an hour or less depending on the size of the county*

Counties: To create a ballot manifest, you'll simply open a spreadsheet program and create a spreadsheet with two columns. The first column, titled "Batch Name," is for your container name and the second column, titled "Number of Ballots," is where you indicate the number of ballots in each container. Counties that have piloted this process over the last year and a half have used their final canvass numbers to complete the spreadsheet. When you're finished, save the file as a .csv file.

From May 11 through the end of the day May 13, counties will need to upload their ballot manifest into the audit software (Arlo). Detailed instructions will be emailed to you when the system is ready. It will entail logging in (via a link), uploading the .csv file, and clicking upload.

Local clerks: As mentioned above, if you utilized an AVCB or counted provisional envelope ballots, the county will need to know how those ballots are stored in each container.

A [short ballot manifest video](#) and [instructional document](#) are available to assist you in this process. In addition, counties will be provided a direct email address for VotingWorks, a nonprofit, nonpartisan organization that BOE has partnered with to manage and support the entire audit. VotingWorks will also provide a video/call support line at specific times over the next two weeks to ensure counties are successful with the ballot manifest process.

for assistance completing Ballot Administration. Contact Sarah McMillan by emailing her at [Mcmillans@Michigan.gov](mailto:Mcmillans@Michigan.gov) to add any offices or to unlock your Ballot Administration.

## BOE is Hiring



The Bureau of Elections is hiring an Elections Deputy Administrator. The person hired will be responsible for assisting the Director of Elections in the overall management and supervision of the Bureau. Responsibilities include providing leadership and direction to professional staff and planning, organizing, directing, and evaluating projects and high priority initiatives.

More details, including information on how to apply, can be found [here](#).

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk email accounts. If other election administrators would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

It is recommended that you add [misos@govsubscriptions.michigan.gov](mailto:misos@govsubscriptions.michigan.gov) and [MISOS@public.govdelivery.com](mailto:MISOS@public.govdelivery.com) to your safe senders list.



## Michigan Bureau of Elections **News Update** for Election Administrators

April 28, 2020



### **May 5, 2020 Canvass**

The Board of County Canvassers must meet no later than 9 a.m. Thursday, May 7. Under the Governor's executive order on open meetings, this meeting may be held using a live remote method such as Zoom or Skype if you have technology allowing you to do so. We have posted a [May 5 Canvass Guide](#) in eLearning to help you work through how you might hold a remote canvass.



### **May 5, 2020 Mini-Manual Update**

We have posted an updated [May 5 Mini-Manual](#) in eLearning, which clarifies that voters may register online through Election Day and provide proof of residency to their local clerk electronically.



### **YouTube Link for May 5 Processing Absent Voter Ballots Training**

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- May 5, 2020 Canvass
- PPE Has Shipped
- May 5, 2020 Mini-Manual Update
- YouTube Link for May 5 Processing Absent Voter Ballots Training
- Election Workers



### **PPE Has Shipped**

We have shipped personal protective equipment (PPE) to all jurisdictions with a May election. Most of you will receive the shipment tomorrow, but some will arrive Thursday. You can check your shipping address [here](#). While we tried to disperse the PPE proportionately across the jurisdictions holding an election, it is possible that some jurisdictions will receive more items than needed and others may need more than provided. If you receive more than you need, please coordinate with nearby jurisdictions and your county clerk to make sure the items make it to where they are needed.

Our [May 5 Processing Absent Voter Ballots](#) training video is on our private YouTube channel so that you may email the link to election inspectors.



## Reporting Additional Locations and Hours

As mentioned in the April 8 News Update, the Governor's executive order on the May 5 election does not eliminate the state constitutional requirement to provide at least 8 hours of in-person registration and av ballot issuance the weekend before the election day. If you have not already, you must report the hours your office will be open the weekend before the election in QVF. You must also enter any additional locations that may be open on Election Day. [A video](#) has been posted in eLearning to walk you through updating your contact information and hours. The video is also available in the help menu in QVF.



## Election Workers

Nearly 300 election workers have completed election inspector applications and online Bureau of Elections training. As we get closer to Election Day, if you find that you need to hire additional inspectors or additional workers for the May 5 election, please contact [GaretyC@Michigan.gov](mailto:GaretyC@Michigan.gov). Remember that election workers can also be hired to work prior to Election Day; for example, to help with voter registration and issuing AV ballots. Additional staff can obtain QVF accounts by completing the required registration and training online.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk email accounts. If other election administrators would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

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## Michigan Bureau of Elections News Update for Election Administrators

April 22, 2020



### Instructions for Processing Absent Voter Ballots

For clerks holding a May election that are more familiar with processing the absentee ballots within the precinct rather than in a separate absentee counting board or processing center, we have created an [abbreviated set of instructions](#). These instructions include screenshots to assist clerks to create the AV List report. The AV list report (along with additional addendum reports) will serve as the List of Voters in your paper Absent Counting Board pollbook. Instead of marking the ballot received in the EPB, you will highlight or check off the name on this list as you process ballots.

For more information on processing AVs on election day please review our [May 5, 2020 Processing Absent Voter Ballots](#) training module, which is posted in eLearning.



### May 5, 2020 Mini-Manual Update

We have updated the [Mini-Manual](#) in eLearning with additional information provided in the last 2 News Updates.



### Reminder: Absent Voter Ballot Application Return Options

#### Table of Contents

- Instructions for Processing AV Ballots
- Update on PPE Shipping Date
- May 5, 2020 Mini-Manual Update
- Reminder: AV Ballot Application Return Options



### Update on PPE Shipping Date

Yesterday's News Update stated that BOE expected to begin shipping personal protective equipment (PPE) this week and then ship additional supplies on an ongoing basis. As stock continues to arrive this week, clerk shipments may instead go out early next week to avoid the need to make multiple shipments. Supplies will be shipped to arrive on or before Friday, May 1, so they will be available for the weekend before the election and on Election Day. As a reminder, please provide your shipping address and needs to Colleen Garety at [GaretyC@Michigan.gov](mailto:GaretyC@Michigan.gov).

With less than two weeks until the May 5 election, we have gotten reports from clerks and voters concerned about their ability to return AV applications in time to receive and return their ballots by mail. As a reminder, voters may return AV applications **by email**, as long as the signature is visible. Voters may either scan or photograph the AV ballot application and then email it to the clerk. Please remember to check clerk email addresses frequently for submitted AV applications. We are also aware that some county clerks are providing their email addresses to facilitate delivery to the local clerk.

Even if a voter does not have a paper AV application, any voter may apply for an absent voter ballot through **any signed, written request** (including a handwritten request). Voters do not need to use an application provided by the clerk or Bureau of Elections. Under the Michigan Election Law, MCL 168.759(3), a request merely needs to be in writing and signed. A voter who does not have an application and is unable to print one may hand write an application for an AV ballot, sign it, photograph or scan it, and email it to the clerk. Although BOE recommends using a formal AV application if available, it is not required.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk email accounts. If other election administrators would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

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Michigan Bureau of Elections

# News Update

for Election Administrators

April 21, 2020



## Candidate Filings - UPDATE

On April 20, the U.S. District Court, Eastern District, ordered changes to the filing requirements for some candidates for some offices in the August Primary. For these offices, the filing deadline has been extended and additional options for collecting and submitting signatures are available. A vast majority of offices, candidates, and clerks will not be affected by this order. A portion of the order is currently being appealed. As noted below, only the required signature reduction is the subject of the appeal.

### *Only Some Offices Covered*

The order only pertains to offices that do not include an option to file with a filing fee. This means that the order doesn't apply to any county or township office, nor does it apply to the office of State Representative. The only offices affected are:

U.S. Senate

U.S. Congress

Wayne County Community College Trustee

All judicial offices (only for candidates who are not the incumbent)

Any city office for which the city charter does not allow the option to file with a fee

### Table of Contents

- UPDATE - Court Order Regarding Some Candidate Filings - including electronic filing rules
- Ordering AV Envelopes for August/November
- Multifactor Authentication Update
- Presidential Primary Risk-Limiting Audit
- QVF Software Release
- Presidential Primary Data Series



### Ordering AV Envelopes for August/November

Some clerks have reported that vendors are requesting clerks place their orders for the remainder of the election year now. Understanding that some orders may need to be placed soon, the Bureau recommends that clerks wait to finalize their orders for the rest of the year, especially for absent voter ballot outgoing and return envelopes. Following the March 10 election, the United States Postal Service recommended changes to envelope design to improve mail processing. The Bureau is assessing what changes are feasible prior to August and November, and what changes can be incorporated into existing stock. Additionally, because of uncertainty related to COVID-19 and its effect on future elections, it is difficult to project



**For all other offices, the filing deadline remains April 21.**

*Only Candidates who Filed by March 10, 2020 Covered*

Only those candidates who filed a statement of organization with the Federal Election Commission or established a candidate committee under the Michigan Campaign Finance Act by March 10, 2020 (the date the Governor declared a state of emergency in Michigan), qualify for the filing deadline extension and other changes for the above-listed offices.

For the above-listed offices and candidates only, the order:

extends the filing deadline to May 8 at 5 p.m. The deadline for all other offices (those with the option to file a fee instead of petitions) remains April 21 at 4 p.m.

reduces the signature requirement by 50 percent. For example, under the court's order, a Congressional candidate required by statute to provide at least 1,000 signatures would now have to provide at least 500.

**Note: The required signature reduction is currently the subject of an appeal.**

*Additional Filing Option for Covered Candidates*

Additionally, the order allows candidates who qualify for the extended filing deadline to:

- collect signature images electronically
- submit petitions to the filing official via email

The Bureau of Elections has released [complete regulations](#) for digital signature collection for collecting and submitting signatures by e-mail as soon as possible. These include the following:

- There are special blank [countywide nominating partisan](#) and [countywide nominating non-partisan](#) petitions for use in this election only, on the [BOE website](#).
- If a person wishes to download, print, and sign an electronic petition, any person in the household (including a signer) may be a witness and sign the circulator certificate, or the signature may be witnessed remotely using

the percentage of ballots that will be cast by mail in August and November. If you have specific questions about your AV envelope supply or vendor requests for orders, please contact Charamy Clearly at [ClearlyC@Michigan.gov](mailto:ClearlyC@Michigan.gov).

**Multifactor Authentication Update**



As communicated in previous News Updates, all QVF users soon will be required to use Multifactor Authentication (MFA) to access QVF. This will provide added protection against improper access to QVF information. The Qualified Voter File has been programmed to allow users to begin using MFA. In order to use MFA, users may use either a smartphone application or a YubiKey which as a secondary authentication device. You can read more about YubiKeys on the manufacturer's website: <https://www.yubico.com/>. The Bureau has begun piloting both the smartphone authenticator and the YubiKey in our office. We also began piloting these tools with clerks, who have been giving initial training and materials as they test out MFA.

We are now prepared to start rolling out MFA statewide. We will begin with smartphone users only and roll out YubiKeys as staff return to the office more regularly. The rollout will begin with county users. These users will receive an email with the following documents, which can also be found in the eLearning Center under the key words **Multifactor Authentication**, and under the QVF Help Menu:

- **Multifactor Authentication PowerPoint Training.** Provides a



two-way audio and video technology between the signer and the circulator. For more information regarding remote witnessing, see the Governor's [Executive Order 2020-41](#) - issued April 8, 2020.

- Petition signers/circulators may print and sign the petition, then photograph and scan the signature page to the candidate, as long as the complete sheet (including signatures) is visible.
- Candidates who qualify may also file their petitions with the filing official via email. The petitions must be scanned into a single .pdf file. In limited instances multiple files may be allowed, if necessary due to for limits on file size transfer.
- Whether candidates choose to file petitions in person or via email, their original submission must contain the minimum number of signatures to file for office. Candidates may combine sheets gathered on physical paper and sheets gathered through email to meet the minimum threshold.

#### *BOE Permitting Remote Notary for All Candidates*

Separately under [Executive Order 2020-41](#), BOE is accepting remote notarization for all candidate filings. Because this is not related to the court order, this applies to all candidates, not just those covered by the order.

Michigan's notary law currently allows for electronic/remote notarization of documents. The executive order has temporarily eased some of the law's in person requirements and encourages the use of electronic/remote notarization as much as possible. BOE is accepting electronically/remotely notarized Affidavits of Identity. We have encouraged candidates needing a notarization to have their Affidavit of Identity remotely notarized prior to filing with us.

If you have any questions regarding the court order, please contact Lori Bourbonais at [BourbonaisL@Michigan.gov](mailto:BourbonaisL@Michigan.gov).

brief training on the set up and use of MFA.

- **User Admin Lookup manual.** Outlines the new module provided for only clerks or their designated staff to administer the MFA process and authenticate current users.
- **MFA FAQ's:** Presents the most frequently asked questions we receive about MFA.
- **MFA Instructions:** Provides instructions on how to establish MFA depending upon your chosen method of either a smartphone device or a YubiKey.

We look forward to working with you as we begin rolling out this process to continue to make QVF secure.



**QVF Software  
Release for  
April 10 and  
17, 2020**

#### **Voter Registration.**

- New Reprint Notice button is now located on the Status tab and allows a user to reprint a notice in case of printer jams, etc.
- Residency extension is automatically cleared when the house number or street name is changed.



## March 10, 2020 Presidential Primary Risk-Limiting Audit

As mentioned previously, the Bureau of Elections has been exploring the option of conducting a Risk-Limiting Audit (RLA) on the Presidential Primary. An RLA is conducted by selecting a small number of ballots at random and tallying the results for a particular race. That tally is compared to the reported outcome of the race to add confidence that the reported result is accurate. We have developed a plan that we believe can now be efficiently and safely implemented. The audit pilot will begin in May.

We've been successfully piloting RLAs since November 2018 and scaling up is a priority for further securing our elections. We've found that, at this time, practicing a statewide RLA on the Presidential Primary will prove much easier and lighter than the traditional audit and can be done while complying with social distancing best practices. For the March election, we will proceed with this RLA pilot, while we wait to see whether and when we will be able to conduct our traditional audits.

Proposal 18-3 requires an audit of the results of statewide elections. The RLA process is an effective and efficient way to meet the requirement and provides us a unique opportunity to show the nation that despite difficult times, Michigan is still able to confirm the outcomes of an election through an auditing process. This is especially important as concerns about election security and skepticism about voting results grow in times of uncertainty. Continuing with audits will help ensure the security and integrity of our elections does not waver.

In March, almost 2.3 million voters cast ballots in the Presidential Primary. To perform an RLA for this election, we will need to sample only 670 ballots statewide. Approximately 340 jurisdictions will be asked to retrieve between one and 45 voted ballots and report the votes cast on them for the Presidential Primary race, with the larger numbers being retrieved by the jurisdictions with the most ballots.

*Less than 25 percent of all jurisdictions in the state will be selected to participate and the majority of jurisdictions and precincts randomly selected will only*

- Added time stamp to the Change History tab of Voter Registration

**Reports.** Added Multifactor Authentication (MFA) report for clerks to view as we embark on rolling out multifactor authentication in the coming months.

**Banner.** Removed Chrome browser banner when logging in using this browser as it is now approved.

**Voting History.** Allowed for additional 15 days to upload voting history given our current situation.

**MOVE Ballot Survey.** Changed MOVE Ballot Survey questions to offer additional feedback.

**User Admin Lookup.** Created a new screen that will be used by clerks or their designated staff to administer the multifactor authentication rollout by tracking the type of device that will be used.

*need to retrieve a single ballot. Most counties will only have five or fewer ballots selected countywide.*

### **What do we need to do?**

The following list outlines the various tasks for county and local clerks throughout the process, and the approximate amount of time needed for each task. Support and training (including instructions) will be provided for every step of this process. *The vast majority of clerks will not need to do anything. It's important to note that selection is completely random so we won't know exactly who is selected to retrieve a ballot or ballots until the week of the audit.*

#### *County tasks:*

**Create a ballot manifest** - *an hour or less depending on the size of the county*

This task requires counties to provide BOE with the number of ballots in each ballot container throughout the county. Generally, this is as simple as providing us with a list of each precinct and AVCB and the number of ballots cast according to the final canvass. If a jurisdiction ran an AVCB and used more than one ballot container, we will need to know how many ballots are stored in each AVCB container. This task is completed in the weeks leading up to the audit.

**Distributing ballot retrieval information to local clerks** - *10 minutes*

The week of the audit, BOE will send each county a list of ballots that need to be retrieved throughout the county. Some counties will not have to retrieve ballots at all while most will need to retrieve fewer than 10.

**Enter the tallies** - *15 minutes to an hour depending on number of ballots*

After local clerks have retrieved the ballots, counties will need to enter the vote cast on each ballot back into the audit system.

#### *Local tasks:*

**Assist the county in creating the ballot manifest** – *minimal - likely a few minutes - but varies by use of AVCB*

As mentioned above, if you used an AVCB and used more than one ballot container, the county will need to know how many ballots are in each container.

**Retrieve ballots** - *10 minutes per ballot*

If a ballot from your jurisdiction is randomly selected, you'll need to retrieve the ballot or ballots. Clerks will receive information about which ballot container(s) to open and the ballot to retrieve on the Monday afternoon of the audit week and have until the end of the day on Thursday to retrieve the ballot(s).

Handling ballots is typically completed by two people, sitting at a table, which may need to be modified to confirm with social distancing guidelines. When possible, one person should pull the ballots out of the container and count off the ballots until reaching the ballot being retrieved while someone else observes from at least six feet away. As this is a practice pilot, it's ok for only one person to retrieve the ballot when two is not practical. A video conferencing method could also be used to allow a second person to observe the retrieval and count.

**Send ballot tally to the county** – *a few minutes*

After you've retrieved the ballot(s), you'll tally up the votes from each and send a summary to the county.

The Bureau of Elections has partnered with VotingWorks, a nonprofit, nonpartisan organization, to manage and support the entire audit. The results of the Presidential Primary are the perfect election to scale this new auditing process up and work toward the goal of conducting RLAs for all statewide elections. Proposal 18-3 requires an audit of the results of statewide elections. The process is effective and efficient and provides us a unique opportunity to show the nation that despite difficult times, Michigan is still able to confirm the outcomes of an election through an auditing process. We can help ensure that we maintain confidence in our election processes even during challenging times. For more information on risk limiting audits and how they work, please see [this short video](#).



**March Presidential  
Primary Data Series -  
Registration within 14**

## Days and Residency Verification by Age

Leading up to the March 2020 Presidential Primary and including Election Day, we saw a total of 21,564 registrations that were processed during the 14-day residency verification window before Election Day. Younger voters were particularly likely to register in this window. More than 70 percent of these registrations were for voters under age 30. Below you can see a graph displaying the breakdown of registration activity during the residency verification window by age.

Age Group	Total
17 *	102
18	4374
19	2287
20-29	8371
30-39	2467
40-49	1109
50-59	1137
60-69	983
70-79	481
80-89	192
90-99	57
100	2



\* these voters were all under the “not registering for this election” category

\*\* two applications were rejected for age and therefore not counted above



Michigan Bureau of Elections

# News Update

for Election Administrators

April 20, 2020



## Court Order Regarding Some Candidate Filings

A federal court issued an order on April 20, 2020 that changes the April 21 filing deadline and rules for some candidates.

(1) The order only pertains to offices that **do not** include an option to file with a filing fee. This means that the order doesn't apply to any county or township office, nor does it apply to the office of State Representative. The only offices affected are:

- U.S. Senate
- U.S. Congress
- Wayne County Community College Trustee
- All Judicial Offices (only for candidates who are not the current incumbent)
- Any city office where the city charter does not allow the option to file with a fee

**For all other offices, the filing deadline remains April 21.**

(2) Only those candidates that filed a statement of organization with Federal Election Commission or established a candidate committee under the Michigan Campaign Finance Act by March 10, 2020 qualify for the filing deadline extension and other changes for the above-listed offices.

### Table of Contents

- [Court Order Regarding Some Candidate Filings](#)

(3) For the above-listed offices and candidates only, the order:

(i) Extends the filing deadline to **May 8 at 5:00 p.m.** The deadline for all other offices (those with the option to pay a fee instead of signatures) remains **April 21 at 4:00 p.m.**

(ii) Reduces the signature requirement by 50 percent. For example, a Congressional candidate required by statute to provide at least 1,000 signatures now has to provide at least 500.

(iii) Allows candidates to collect signature images and submit petition sheets electronically.

The order is available [here](#).

The Bureau of Elections is reviewing the order and will provide more information as soon as possible.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk email accounts. If other election administrators would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

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Michigan Bureau of Elections

# News Update

for Election Administrators

April 17, 2020

A Congressional candidate has filed a lawsuit in the Eastern District of Michigan regarding the requirement to submit signature petitions by the April 21 deadline. There were court proceedings in this case earlier this week. This newsletter was delayed until Friday because of the possibility of a court order that would change filing requirements for some candidates. As of now, no court order has been received and the April 21 deadline and signature requirements remain in effect for all counties and local jurisdictions. In the event there is a court decision changing any requirements before Tuesday, we will inform clerks immediately.



## Filing Reminders

### Clerk Availability for Filing

Even if your office may be closed or providing limited hours due to COVID-19, candidates must still be given an opportunity to file for office. It is important that you communicate to candidates how they may file, and you need to make yourself available particularly as the 4 p.m. April 21 deadline approaches. Per the Governor's [Executive Order 2020-21](#), this should be offered subject to restrictions on public gathering and with safety and hygiene standards including social distancing.

Affidavits of Identity must be notarized. Michigan's Notary Law currently allows for electronic/remote notarization of documents. [Executive Order 2020-41](#) has temporarily eased some of the law's in person requirements and encourages the use of electronic/remote notarization as much as possible. The Bureau of Elections is accepting electronically/remote notarized Affidavits of Identity. For a link to notaries, [click here](#).

### Filing for Office

### Table of Contents

- Filing Reminders
- Deadlines



## Deadlines

### August Primary Election Local Proposal Deadline

Petitions to place county and local questions on the August primary ballot must be filed with county and local clerks by 5 p.m. April 28.

Ballot wording of county and local proposals for the August primary must be certified to county and local clerks by 4 p.m. May 12. Local clerks who receive ballot wording must forward the wording to the county clerk within two days.

### Precinct Inspector Filing Deadline

Precinct delegate candidates must file an Affidavit of Identity with their county clerk by 4 p.m. May 5.

Candidates must file an Affidavit of Identity, along with nominating petitions or a \$100 filing fee in lieu of petitions where allowed by statute or charter.

All candidates for township offices may now file the \$100 fee. This filing fee is refundable if the candidate wins the nomination or receives the highest number of votes without achieving the nomination. Michigan election law does not prescribe a method of payment, filing officials may accept the filing fee in accordance with local payment practices. Clerks should work with the township treasurer to establish appropriate accounting measures for the retention and refund of the fee following the August primary.

### **Petition Form Reminders**

Candidates must use nominating petitions with a 2015 revision date or later. Countywide nominating, qualifying and proposal petitions were redesigned in 2019 to reduce the number of signature errors. The most significant change is the elimination of the city/township check boxes. It is acceptable for countywide candidates to use the 2015 petition or the 2019 petition, but if the candidate uses the 2015 petition, the filing official must disregard the city/township check boxes during review for sufficiency.

Ballot question sponsors must use local proposal petitions with a 2019 revision date.

### **Affidavit of Identity**

Candidates must use Affidavit of Identity forms with a 2/2019 or 8/2019 revision date. The current form may be found here:

[https://www.michigan.gov/sos/0,4670,7-127-1633\\_8721\\_11839---,00.html](https://www.michigan.gov/sos/0,4670,7-127-1633_8721_11839---,00.html)

At the end of 2018 the Legislature amended MCL 168.558 to require a statement that “the candidate meets the constitutional and statutory qualifications for the office sought” to the Affidavit of Identity. We have updated the form on our website to include this statement. You should destroy all other affidavits and only provide this form to candidates wishing to file as a candidate in 2020.

The amendment also made changes to what information is now required to be provided on the form. The Affidavit of Identity must contain:

- The candidate's name
- The candidate's residential address
- A statement that the candidate is a citizen of the United States
- A statement that the candidate meets the constitutional and statutory qualifications for the office sought
- The manner in which the candidate wishes to have his or her name appear on the ballot

The omission of any of these items from an Affidavit of Identity is a fatal defect and the candidate should not be certified to the ballot.

Please note that the amendment to this section removed the requirement to provide the ward and precinct where registered and the candidate's number of years of residence in the state and county.

Take special care in reviewing the Affidavit of Identity upon filing to confirm that the candidate provided the name of the office they are filing for and the political party affiliation, if applicable. Be sure to coordinate the delivery of copies of Affidavits of Identity to the county clerk.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk email accounts. If other election administrators would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

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## Michigan Bureau of Elections News Update

for Election Administrators

April 10, 2020

### Special Edition - May Mail Election

The Special Edition May Mail Election News Updates are being sent only to those jurisdictions and counties that have voters eligible to vote in the May 5, 2020, election.



### Election Workers

#### ***DemocracyMVP Campaign: Election Workers Available***

More than 700 people have signed up to serve as an election worker for the May 5 election as part of the Democracy MVP election worker recruitment campaign. You can view and share sign-up and informational materials at [Michigan.gov/DemocracyMVP](https://Michigan.gov/DemocracyMVP). As a reminder, please contact Colleen Garety at [GaretyC@Michigan.gov](mailto:GaretyC@Michigan.gov) to request to be connected with applicants who can serve as extra or replacement election workers for the May 5, 2020, election. Our office will direct election workers to various jurisdictions based on your needs. We will begin connecting election worker applicants with local clerks next week. **Please contact Colleen by Friday, April 17.** We understand clerks may continue to have unexpected needs after April 17, and we will continue to connect election workers with clerks as they become available through election day.

### ***Appointing Election Inspectors***

We anticipate most jurisdictions will prefer to appoint election workers as election inspectors to serve in absent voter counting boards or otherwise tabulate ballots. Because the Governor's Executive Order 2020-27 suspends strict compliance with sections of Michigan election law pertaining to the holding of elections, the specific deadline (April 14) to appoint election inspectors

### IN THIS ISSUE

- Election Workers
- Sample Notice of Election
- AV Application Mailing
- Processing and Issuing AV Ballots
- Reminder - Voter Registration Applications Treated as AV Applications
- Reporting Weekend Hours
- Voter Flyer for May
- Hygiene and Safety Supplies



### Sample Notice of Election

The sample [Notice of Election](#) for May 5 is available on eLearning.

### Reminder - Voter



### Registration Applications Treated as AV Applications

The Governor's executive order requires voter registration applications received March 27 or later

will not be strictly enforced. Local election commissions still need to appoint election inspectors for AV counting boards, and may appoint election workers as necessary to supplement or replace functions that would ordinarily be provided by workers unable to perform these functions.

This action may be achieved with a quorum of the local election commission (2 members or their designee). Local election commissions may meet remotely under a separate executive order issued by the Governor. While the Governor's executive order suspends sections of Michigan election law pertaining to the holding of elections, it is advisable for the local election commission to appoint the minimum number of election inspectors necessary to process the volume of ballots issued while limiting in person exposure (keeping in mind alternates may be needed).

As a reminder, in order to minimize the number of personnel needed, for this election it is ok to count clerks and deputy clerks toward the total of 3 inspectors required.

### ***Deputy Clerks or Other Additional Election Workers***

If you plan to add additional support or staff for the purpose of processing absent voter ballot applications or voter registrations for the May 5 election, some of these staff may need QVF access. In order to obtain QVF access for additional staff, you will be required to request an Elections eLearning Center account by visiting [the account set up link](#) on the eLearning Center log in page. Additionally, you will be required to take training to gain appropriate access into QVF. This training is provided in the Elections eLearning Center by taking the class titled **QVF Basic User Curriculum** and submitting a user agreement. Any new staff helping to issue or process absent voter ballots prior to or on Election Day will be provided a unique QVF username and password for access into the QVF following the submission of their user agreement.



### **State Absent Voter Ballot Application Mailing**

Statewide mailing of absent voter ballot applications, which began on Monday March 30, was completed for all counties earlier this week. Applications were mailed by county, so some went out earlier than the others. The

to be treated as AV applications. After the voter registration has been reviewed and processed, an AV ballot should be issued under typical AV ballot issuance processes. Voters who register in this period will be sent an AV *ballot* – it is not necessary to send them an AV application. Otherwise, voter registration and AV ballot rules apply.



### **Reporting Weekend Hours**

As mentioned in last week's special update, the Governor's executive order does not eliminate the state constitutional requirement to provide at least 8 hours of in-person registration and AV ballot issuance the weekend before Election Day. If you have not already, you must report the hours your office will be open the weekend before the election in QVF. [A new video](#) has been posted in eLearning to walk you through updating your contact information and hours. The video is also available in the help menu in QVF.



### **Voter Flyer for May**

We have produced a [Stay Safe - Vote from Home](#) flyer that you can share with your voters through social media, on your website or in print. It provides information on registration and voting in the May

Bureau has received reports that some voters began receiving applications last week, while voters in other areas have not received them yet. If local jurisdictions' voters haven't received them by next week, please inform the Bureau of Elections. In addition to differences in when given counties' applications were mailed, there may also be differences in delivery schedule because of differing levels of USPS efficiency in processing centers.

In order to create a postage prepaid, preaddressed return envelope, allowing voters to send applications to each clerk office at state expense, the Bureau of Elections worked with the State Department of Technology, Management and Budget (DTMB) and the Post Office to create 200 separate sub-accounts under the state's business reply account. These accounts are also being used for jurisdictions that are receiving new postage prepaid absent voter ballot return envelopes. We are working with USPS to ensure that local postmasters and post offices understand how to process this mail appropriately. Please contact Charamy Cleary ([CClearyC@Michigan.gov](mailto:CClearyC@Michigan.gov)) if you have any issues with delivery or other problems with absent voter ballot application or absent voter ballot return envelopes.



## Processing and Issuing AV Ballots

### ***Spoiled Ballots***

Many voters may have changed their plans since submitting an initial AV application. For example, voters may have requested a ballot outside the jurisdiction only to have their travel plans cancelled, or voters may be quarantined or remaining at home. This may lead to an increase in requests for replacement ballots. When voters request replacement ballots, clerks should process these as a spoiled ballot as always. However, for the May 5 election, clerks do not need to strictly enforce the requirement of a written request in order to spoil and reissue a ballot.

### ***Processing AV Ballots and AV Counting Boards***

As in all elections, processing and tabulation of ballots can begin any time after 7 a.m. on Election Day and must

election and encourages voters to request an absentee ballot to stay safe and vote from home. This replaces our New Voter Rights flyer.

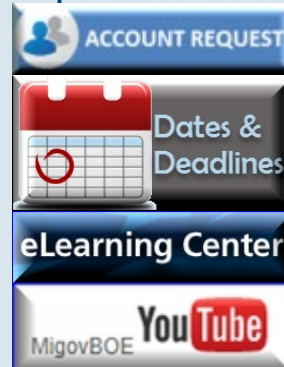


## Hygiene and Safety Supplies

The Bureau of Elections continues to update guidance for the layout and supply of voting locations on Election Day. An updated [voting location guide](#) reflecting recent updates from the CDC is available on the eLearning Center.

The eLearning Center also includes recommended hygiene and safety supplies for voting locations, and a [worksheet](#) to determine how much you should have at your locations. After reviewing the worksheet, please inform the Bureau of Elections if you need additional equipment by contacting Colleen Garety at [GaretyC@Michigan.gov](mailto:GaretyC@Michigan.gov).

## Helpful Links



continue until the last mail run has been processed after 8 p.m. Clerks are advised to consider quantities and ballot processing times when setting the hours of the processing area or absentee board. While a 7 a.m. start might be ideal for a large jurisdiction, a smaller jurisdiction may benefit from a later time and result in less costs, less exposure and increase workers' willingness to participate. Again, be mindful of volume when determining the schedule of your workers.

### ***In-Person Issuance on Election Day***

The in-person AV ballot issuance location must be available from 7 a.m. to 8 p.m. on Election Day. In-person locations must include a Voter Assist Terminal, which voters may use to mark ballots, which then can be placed in secrecy sleeves and absent voter ballot envelopes.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).

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Michigan Bureau of Elections

# News Update

for Election Administrators

April 1, 2020



## Release of Security and March 10 Post-Election Audits

In accordance with the Governor's Executive Orders 2020-21 ("Stay home, stay safe") and 2020-22 (Extending March 10, 2020 canvassing deadlines, including extension of the state canvass to April 30), the state canvass of the March 10, 2020 presidential primary has not yet been completed. Because this canvass isn't complete, security of the election materials from the Presidential Primary has not yet been released.

However, for jurisdictions having May 5, 2020 election only, security of materials is released as outlined in [our release of security memo](#). If you are not having a May election, security won't be released until after the canvass is complete.

As of now, no state and county procedure audits have been scheduled, and none will be conducted until further notice. As circumstances change, we will provide further updates on post-March audit procedures. The Bureau is evaluating the possibility of a pilot Risk Limiting Audit (RLA) of the presidential primary. Unlike procedure audits, pilot RLAs can be completed without multiple people having to interact in person. If it is feasible to conduct this pilot RLA remotely, we will provide further details and instruction.

## April 21, 2020 Filing Deadline



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- Release of Security and March 10 Post-Election Audits
- April 21, 2020 Filing Deadline
- Executive Order 2020-21 and Elections
- Presidential Primary Reimbursement
- May 5, 2020 Election
- QVF Chrome Browser
- More



## Executive Order 2020-21 and Elections

Executive Order 2020-21 directs "residents to remain at home or in their place of residence to the maximum extent feasible." Necessary government activities, including "activities necessary to manage and oversee elections" are to continue. However, the executive order still requires election work to be done remotely as much as possible and, when in person, consistently with the social distancing practices and other mitigation measures to protect workers and patrons.

Election work is also designated as critical infrastructure by the Cybersecurity and Infrastructure Security Agency. You can read more about CISA's critical infrastructure designations here:

<https://www.cisa.gov/publication/guidance-essential-critical-infrastructure-workforce>



## Presidential Primary Reimbursement

Many candidates and clerks have asked about the ability to circulate and file petitions to qualify to appear on the August 4, 2020 primary ballot, with the filing deadline of April 21, 2020, approaching. As of now, this deadline remains in place. Secretary Benson continues to discuss the issue with the Governor's office and the Legislature. We will keep you updated if there are any changes to the deadline or requirements.



## May 5, 2020 Election

Under Executive Order 2020-27, the May 5 election will be conducted primarily by mail. All voters will get absent voter ballot applications (with postage prepaid return envelopes) and ballot return envelopes will also have postage prepaid. Clerks will not be establishing traditional precinct-based polling places for the May 5 election. Voting will be by mail, with the exception that, on Election Day, clerks make one location per jurisdiction available to allow voters, including voters with disabilities who are inhibited from voting an absent voter ballot remotely, to receive and submit their ballots. All in-person registration and ballot issuance is to be conducted subject to limitations on public gathering and social distancing. The full executive order is available here:

[https://www.michigan.gov/whitmer/0,9309,7-387-90499\\_90705-523400--,00.html](https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-523400--,00.html)

Although clerks will not need to hire precinct inspectors, some in-person staffing will be necessary. To assist clerks who are having difficulty recruiting workers or who are unable to work due to health issues, the Secretary of State has launched a statewide election worker recruitment effort. The recruitment website, along with instructions for distributing the information, can be found here:

[https://www.michigan.gov/sos/0,4670,7-127-1633\\_11976\\_98803---,00.html](https://www.michigan.gov/sos/0,4670,7-127-1633_11976_98803---,00.html)

The Bureau has also heard from clerks and election staff who do not have May 5 elections but are willing to assist other jurisdictions that do. If you are willing to

The presidential primary reimbursement [county](#) and [city/township](#) claim forms are available in eLearning. We have provided [reimbursement guidelines and worksheets for county and local clerks](#) to help you calculate totals for each expense type. We recommend that you print the worksheet first and then use those section totals for entry into the online form. You must type your information in the claim form in one session. There is no ability to save and edit the form later. If you need to make corrections to a submitted form, you will need to complete a new form and check the "Changes to a Previous Claim" box in the County Information section.

All claimed expenses must be attributable to the March 10, 2020 presidential primary. Additional expenses attributable to any local question can't be claimed – for example, the cost of the local proposal-only ballot.

In order to be reimbursed, we must receive your online claim form by June 8, 2020.



### QVF Chrome browser

Attention all QVF Users! We are pleased to announce that, after extensive testing, QVF can now officially be used with Chrome. Previously, we were only able to recommend Internet Explorer 11. Many users have been using Chrome for some time but we wanted to thoroughly test this before recommending it for all users.

Chrome is just another browser option to choose from when accessing QVF and some users have even stated that it is a better option for them. Chrome will also be the necessary browser option when using multifactor authentication with the Yubikey, although it will not be required for the smart phone option.



### QVF Software Release

assist another jurisdiction, please contact us at [elections@michigan.gov](mailto:elections@michigan.gov).

Clerks with May 5 elections will continue to receive separate communications on May 5.

## Residency Verification Data for the March 10, 2020 Presidential Primary



The Data Analytics Team has been gathering statistics on a variety of data from the March 10 presidential primary. This communication focuses on the registrations processed during the 14-day period and on Election Day.

As you review this data, we hope that it helps you to understand when the highest in-person registrations occur so that you can staff and plan accordingly for future elections. We'll continue to provide you with additional data communications for the March 10 presidential primary in the coming weeks.

### Residency Verification 14-day Window

- 21,564 total registrations were processed during the 14-day window
  - 14,271 of these voters (66%) were registering for the first time in Michigan

### Residency Verification on Election Day

- 13,046 of these voters (60%) registered on Election Day
  - There were 8,891 new voters registered on Election Day, representing 66% of the total Registration Verification registrations

The QVF Software Release for March 27 is as follows:

**User Passwords.** A new password indicator will calculate and display the password strength and provide users with a visual showing the strength with tips on password criteria.

**AV Details.** Added surrender as an option in AV Details when voter surrenders their ballot to accurately record that option.

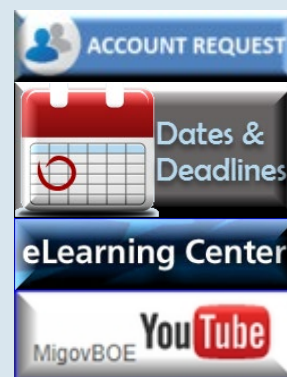
**EPB Import.** Provide details about the EPB Import in Import History Grid.

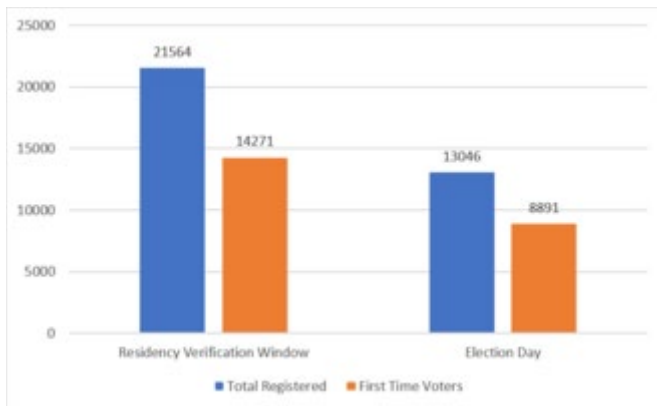
**EPB Reports.** Moved all EPB Reports in QVF under the EPB Reports heading.

**Ballot Administration.** Able to print precinct delegate addresses out of Ballot Administration now.

**Voter Registration.** Residency verification changes will now appear in Change History.

### Helpful Links





Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).

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Michigan Bureau of Elections

# News Update

for Election Administrators

March 13, 2020

## Update on In-Person Trainings through April 5

In accordance with Gov. Gretchen Whitmer and the Michigan Department of Health and Human Services' [recommendations designed to help prevent the spread of Coronavirus Disease 2019 \(COVID-19\)](#), the Bureau of Elections will be postponing all in-person trainings scheduled for March 16 – April 5. For scheduled trainings beginning March 23, we're evaluating whether we can replace some trainings with live, online sessions.

This includes both election cycle training and qualified voter file training.

The state is taking proactive steps to mitigate the spread of COVID-19 in Michigan. We appreciate your understanding and cooperation in reducing the risk coronavirus to Michigan residents.

For current and up-to-date information regarding the Coronavirus visit <http://www.Michigan.gov/Coronavirus> or <http://www.CDC.gov/Coronavirus>.

### In summary:

**March 16 – March 22:** In-person trainings postponed.

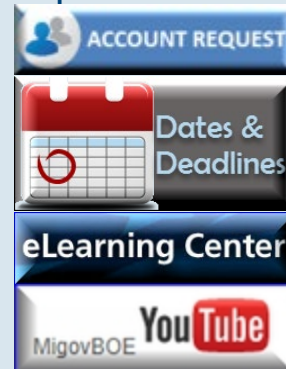
**March 23 – April 5:** In-person trainings postponed but might be replaced with live online training.

**April 6 or later:** On as scheduled, as of now.

### Other Events and Deadlines

We have also received many inquiries about upcoming statutory deadlines and items on the election calendar, including the March 24 county canvass, March 31 state

### Helpful Links



canvass, April 21 filing deadlines, deadlines leading up to the May 5 election, and the May 5 election itself.

As of now these statutory deadlines remain in effect and elections are on as scheduled using all regular procedures. This is a rapidly evolving situation, and we are fully aware of the difficulties local and county jurisdictions may have complying with statutory requirements (including the upcoming county canvass deadline). We will share any updates as soon as they are available.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).

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Michigan Bureau of Elections

# News Update

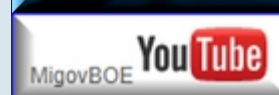
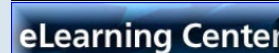
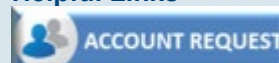
for Election Administrators

March 12, 2020

## Please see this message on behalf of the Governor

Thank you for being a valuable partner in our efforts to combat the spread of coronavirus (COVID-19). Following the announcement of the state's first presumptive positive cases of COVID-19, Gov. Gretchen Whitmer and the Michigan Department of Health and Human Services (MDHHS) are providing recommendations designed to help prevent the spread of the virus. These recommendations apply at the individual, organizational, and community levels. They apply to businesses, workplaces, schools, community organizations, health care institutions, and individuals of all ages, backgrounds, and health profiles; everyone has an important role to play. Please take a moment to [review the Interim Recommendations to Mitigate the Spread of COVID-19 \(March 11, 2020\)](#). Information about this outbreak is changing rapidly. You can stay informed by regularly visiting [Michigan.gov/Coronavirus](https://Michigan.gov/Coronavirus) and [CDC.gov/Coronavirus](https://CDC.gov/Coronavirus).

### Helpful Links



Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk email accounts. If other election administrators would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

It is recommended that you add [misos@govsubscriptions.michigan.gov](mailto:misos@govsubscriptions.michigan.gov) and [MISOS@public.govdelivery.com](mailto:MISOS@public.govdelivery.com) to your safe senders list.





Michigan Bureau of Elections

# News Update

for Election Administrators

March 11, 2020



## March 10, 2020, Primary Election

Congratulations on completing Election Day on Tuesday! All counties have reported their unofficial results to the [Bureau of Elections](#). Thank you again for all of your continuing efforts as we move into the post-election-day phase.

## Provisional Ballot Report Available in eLearning



The Provisional Ballot Report is now available in eLearning. **Remember, the election law requires you to complete the report by March 17!**

**Within 7 days after an election**, city and township clerks must report totals by precinct of voters appearing in the polling place who:

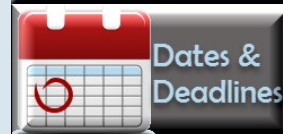
- were not listed in the ePollbook or precinct list and completed a [Provisional Ballot Form](#); or
- signed the [Affidavit of Voter Not in Possession of Picture ID](#) (back of the Application to Vote).

This report satisfies the election law requirements that apply to your jurisdiction ([MCL 168.813\(3\)-\(4\)](#) for cities and townships and [MCL 168.829\(2\)-\(3\)](#) for counties).

## IN THIS ISSUE

- March 10, 2020, Primary
- Provisional Ballot/Voter Not in Possession of ID Report

## Helpful Links



Download [this worksheet](#) to help you organize your numbers before filling out the report. This will make completing the report much easier!

Jurisdictions with a large number of precincts can enter their data into [this formatted spreadsheet](#) and upload the spreadsheet instead of typing into the report table.

To open the online form:

1. Log into the Elections eLearning Center using [this link](#) (if it does not go directly to the report, search for March 2020 Provisional Ballot Submit Form).
2. If necessary, click the launch button.
3. The online form should open in a new window. If this does not happen immediately, allow pop up windows using [these directions](#).
4. Enter the information requested in the form.
5. Click the **Submit** button at the bottom of the form to send your information, and you will be taken to a confirmation page. **If you do not see the confirmation page, we will not receive your report.**
6. You will receive an email at the address you provided in the form.
7. Mark the report complete in the Transcript box in the eLearning Center.

Counties, cities, and townships can immediately see what reports we've received by viewing the [Received Provisional Ballot/Not in Possession of ID Reports](#) in the eLearning Center.

Remember, this report is different than the actual vote results of provisional envelope ballots determined to be valid after the election. Those results must be sent to your county clerk to be included in the canvass. Please review [Chapter 16, page 4 of the Election Officials' Manual](#) if you have any provisional envelope ballots.

Reminder -- don't report the number of your AV ballots on the Provisional Ballot Report. That number will be much higher and is not necessary to include! This is strictly for you to report the number of in-person provisional ballots issued (either affidavit or envelope) in each precinct on Election Day, along with the number of voters who filled

out the Affidavit of Voter Not in Possession of ID. All cities and townships must submit this report, even if '0' provisional ballot forms were completed or '0' Affidavits of Voter Not in Possession of ID were completed by voters -- please submit the report with '0' recorded.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk email accounts. If other election administrators would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

It is recommended that you add [misos@govsubscriptions.michigan.gov](mailto:misos@govsubscriptions.michigan.gov) and [MISOS@public.govdelivery.com](mailto:MISOS@public.govdelivery.com) to your safe senders list.



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Michigan Bureau of Elections

# News Update

for Election Administrators

March 6, 2020

## No Legislative Proposals Added to May 5 Ballot



The Friday, March 6, deadline for the Michigan Legislature to add proposed constitutional amendments to the ballot has passed. If you have received conditional approval from the BOE, you can proceed to print. If you have not yet gotten approval, submit ballots to David Tarrant at [tarrantd2@michigan.gov](mailto:tarrantd2@michigan.gov).

## Almost There!



As we enter the final weekend before the first major election of 2020, I want to take a moment to say thank you!

All of your hard work, determination, and commitment to excellence are paying off as we enter the home stretch for the March primaries. You've done incredible things, and we're honored to work alongside you on behalf of Michigan's voters.

We've all spent more than a year adjusting to the new set of voting laws passed in Proposal 2018-3, the changing technology and security demands of modern elections,

### IN THIS ISSUE

- No Legislative Proposals on May 5 Ballot
- Message from the Director
- BOE Technical Support
- Useful Links

#### Reminder about BOE Technical Support



The following support will be available from the QVF Help Desk and BOE election specialists prior to and on March 10:

Saturday, March 7, and Sunday, March 8, The QVF Help Desk and election specialists will provide support from 8 a.m. until 5 p.m.

Monday, March 9: The QVF Help Desk and election specialists will be available from 8 a.m. until 6 p.m.

Election Day (Tuesday, March 10): The QVF Help Desk and Election Specialists will be available from 6:30 a.m. until 10 p.m.

**\*NOTE:** If your call goes to voicemail, please leave a detailed message and your call will be returned as quickly as possible.

and increased attention on our state because of the pending presidential race.

While we understood these changes have been coming, this presidential primary has been the first real test of our new election system. As we've seen over the past weeks and months, the increased use of absentee voting has been transformational. We've seen a more than 80 percent increase in AV ballot requests compared to March 2016. This year, with so many presidential candidates dropping out in the leadup to our primary, we're also seeing a big number of spoiled ballots – 24,000 and counting.

Between now and Tuesday, many jurisdictions will also experience for the first time the full impact of registration at clerk's offices in the days leading up to Election Day and on Tuesday itself.

This all means that the preparation time leading up to Tuesday increasingly has to be shared with processing voter registrations and issuing ballots. You have worked tremendously hard to ensure Michigan voters enjoy their new voting opportunities. I know that work will continue in the coming days.

On Election Day itself, I'm hopeful that the new AV voting and voter registration opportunities will make for a smoother in-precinct voting experience. More voters will have already cast ballots before Election Day. Voters who are missing from the pollbook will have the option of re-registering at the clerk's office, which should cut down on the number of provisional envelope ballots.

As we hit the home stretch, I want to pass along some final reminders and links to resources that can be helpful. You can see those to the right.

Finally, thank you again for your public service, dedication, and leadership. Your continued commitment to voters and to secure, free, and fair elections is the reason Michigan's elections are among the best run in the nation. We know you will continue to encourage and support your staff, precinct inspectors, and voters even in the face of these many new challenges and opportunities (and perhaps not many hours of sleep). We are confident you'll have successful elections on Tuesday, and we're here to support you and your staff. You're going to do a great job!

Jonathan

## Phone numbers

QVF Help Desk: 800-310-5697

Election specialists: 517-335-3237

Review the [Bureau of Elections Contact Information for Election Officials](#) to get connected to the correct division faster.



## Useful Links

### [In the Precinct](#)

[Challenger Booklet](#)

[Election Inspectors' Procedures Manual - Flipchart](#)

[Electronic Pollbook User Manual](#)

[Election Day Issues - Ch. 11 Election Officials' Manual](#)

[Precinct Canvass - Closing the Polls - Ch. 12 Election Officials' Manual](#)

[Processing AVs in the Precinct on Election Day](#)

[Affidavit of Lost or Destroyed Absent Voter Ballot](#)

### [Other information](#)

[Ballot Spoiling Flyer](#)



## Handling Emergencies on Election Day

If an emergency occurs **within** your jurisdiction which could have potentially interrupted the voting process or closes one or more polling places in your jurisdiction, take direction from local law enforcement officials and call the Bureau of Elections as soon as possible. If it is necessary to evacuate a polling place for any reason, instruct the precinct board to take possession of the poll book before leaving the polling place.

If an emergency occurs **outside** your jurisdiction which raises questions over the interruption of the voting process or the suspension of the election, do **not** take action unless or until you receive direction from the Bureau of Elections. Polling hours cannot be extended beyond 8:00 p.m. without a court order.

The Bureau of Elections will use email for urgent communications. Please make sure you are checking your email throughout the day.

[Request to Spoil Absent Voter Ballot Form](#)

[Ballot Shortage Instructions](#)

[Ballot hand counting and tallying instructions](#)

[Hand Tally Sheet](#)

[Receiving Board Guide and Checklist](#)

[Violations of Michigan and Federal Election Law Relevant to Election Day](#)

[Emergencies](#)

[Emergency Response Template](#)

[Coronavirus Fact Sheet](#)

[Countering Misinformation](#)

### Helpful Links



Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).



Michigan Bureau of Elections

# News Update

for Election Administrators

March 4, 2020

## Spoiling Ballots Reminder



Many clerks are reporting a spike in spoiled ballots as presidential candidates drop out of the primary field. Clerks should prepare for a significant number of spoiled ballots and review the procedures for spoiling ballots. As indicated in Monday's News Update, voters may spoil their absent voter ballot **in writing** and request a new one up until 4 p.m. the Monday prior to the election. The written request must be signed by the voter. There is a [sample form](#) that you may use in eLearning. Voters are not required to use this form – any signed request in writing is acceptable – but you and your voters may find it helpful.

Voters who have already returned their AV ballot may:

- request to spoil their AV ballot and receive a new one by mail no later than 2 p.m. the Saturday prior to the election. **Note: This is later than the Friday 5 p.m. deadline to request an original AV ballot by mail.** Voters may mail, email, or fax their signed, written request to you.

OR

- request to spoil their AV ballot and receive a new one in-person no later than 4 p.m. the Monday prior to the election. Voters who have already returned their AV ballot **may not** request to spoil their AV ballot on Election Day. This deadline is provided in Michigan election law, MCL 168.765b, as amended in 2018.

## IN THIS ISSUE

- Spoiling ballots
- Technical Support
- Election-day Registration at Clerk's Office Reminders
- Emergency Preparedness and Coronavirus
- Ballot Shortage Contingency Plan
- Time Change
- More

## Technical Support Reminder



The following support will be available from the QVF Help Desk and BOE election specialists prior to and on March 10:

Saturday, March 7, and Sunday, March 8, The QVF Help Desk and election specialists will provide support from 8 a.m. until 5 p.m.

Monday, March 9: The QVF Help Desk and election specialists will be available from 8 a.m. until 6 p.m.

Election Day (Tuesday, March 10): The QVF Help Desk and Election Specialists will be available from 6:30 a.m. until 10 p.m.

**\*NOTE:** If your call goes to voicemail, please leave a detailed message and your call



Voters who have not received or returned their AV ballot have the same options as above; however, the voter may also go to the precinct on Election Day and surrender the ballot or complete the [Affidavit of Lost or Destroyed AV Ballot](#) to vote a regular ballot. More information on this process can be found on page 8-9 of Chapter 6 of the Election Officials Manual.

## Emergency Preparedness and Coronavirus



There are new resources available in the eLearning Center to help clerks, election workers, and voters be prepared for emergency and unexpected events on Election Day.

As had been widely reported in the media, individuals have now tested positive for the Novel Coronavirus (COVID-19) in several states. According to the Governor's office as of March 3, Michigan currently has no known cases of the disease. For members of the general American public, who are unlikely to be exposed to this virus at this time, the immediate health risk from COVID-19 is considered low. If a case is reported in Michigan between now and Election Day, don't panic. Several states in which coronavirus cases have been reported held successful primaries on March 3. The Bureau recommends following the practices described in this newsletter and in the resources provided on the eLearning Center. Some tips and resources for preparing to administer next week's election are below.

### State Government Response

- On Feb. 3, the Michigan Department of Health and Human Services (MDHHS) activated the Community Health Emergency Coordination Center (CHECC) to support local and state response to the outbreak.
- On Feb 28, Governor Gretchen Whitmer activated the state Emergency Operations Center to coordinate with state, local and

will be returned as quickly as possible.

### Phone numbers

QVF Help Desk: 800-310-5697

Election specialists: 517-335-3237

Review the [Bureau of Elections Contact Information for Election Officials](#) to get connected to the correct division faster.



### Prepare for Surge in Returned AV Ballots

There is a more than 75% increase in AV ballots issued statewide compared to the March 2016 primary, and many of these AV ballots have not yet been returned. Clerks should expect a surge of AV ballots in the final days before Election Day. Some voters may have been waiting for the results of other primaries including yesterday's "Super Tuesday" results, to make their decision.



### Time Change

Clocks will spring forward one hour at 2 a.m. Sunday, March 8.

federal agencies to help prevent the spread of Novel Coronavirus.

- On March 3, the Governor's office created four task forces to combat the spread of coronavirus in Michigan.
- The latest information is available at [Michigan.gov/Coronavirus](https://Michigan.gov/Coronavirus) and [CDC.gov/Coronavirus](https://CDC.gov/Coronavirus).

#### Election Inspector Attendance

- Election inspectors and other election workers must provide three days' notice if they are unable to serve in their assigned capacities. Otherwise, election workers are expected to report for their assigned shifts on Election Day. General concerns about contracting Coronavirus or other diseases do not constitute "cause shown" for refusing to work on Election Day. Clerks should excuse precinct inspectors who report fever, cough, or shortness of breath, or flu-like symptoms.
- Clerks should prepare for unexpected cancellations by election inspectors. Clerks should prepare contingency plans in the event that precincts are understaffed. As a last resort, clerks may deputize eligible individuals to serve as poll workers on Election Day.

#### Election Day Hygiene

The following precautions and steps are recommended to help lessen the possibility of spreading infections and mitigate concerns from voters and election inspectors.

- Distribute a minimum 60% alcohol-based hand sanitizer, alcohol/disinfectant wipes, sterile latex gloves, disposable tissues and trash receptacles at every polling place.
- Regularly use alcohol/disinfectant wipes to clean pens/pencils, voting booths, voting equipment, touch screens, headsets, tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks, and other surfaces. Consult with your election vendor for best practices on cleaning election equipment. Hart has provided recommendations for cleaning

Tabulators and Voter Assist Terminals must be manually adjusted to the correct time, and EPBs may need to be manually adjusted (click on the time in the lower right corner of the screen to change). Review the [Time Adjustment Instructions for Tabulators and Voter Assist Terminals](#) for instructions. **If your office will be open for voter registration and issuing AV ballots on Sunday, remind your staff of the time change.**



#### **Election Day Registration at Clerk's Office Reminders**

On Election Day, there should be no campaigning or solicitation within 100 feet of the entrance to the clerk's office.

Anyone in line to register and vote at 8 p.m. must be provided the opportunity to do so. You may not turn away people who are in line at 8 p.m.

You should inform precinct inspectors that the AV ballots for voters in line at the close of polls will be sent to either the precinct or the AV counting board after all voters have had the opportunity to vote, and they must not close down the polls until all AV ballots have been delivered and processed. This is not a change from prior elections, as it was already necessary to wait for AV ballots that might be delivered by 8 p.m. on Election Day; however, there will likely be an increased number this year.

#### **Delivery of Results on Election Night**



For this election, MCL 168.809(1) requires city and township clerks to immediately deliver election materials to the

equipment to its customers already; we are encouraging Dominion and ES&S to provide similar guidance.

- Wash hands often with soap and warm water for 20 seconds. If not available, use hand sanitizer.
- Build in additional breaks for election inspectors to sanitize their hands regularly. In facilities with running water, make sure soap is available. For facilities with no running water, make sure hand sanitizer is available.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Cover your mouth and nose with a tissue or upper sleeve when coughing or sneezing.
- Coordinate with state and local health officials for information and guidance specific to each community.
- Advise voters with concerns that they may increase social distances while standing in line and moving within the voting area.

#### **Staying Informed (Resources)**

1. [State of Michigan's response to virus](#)
2. [Center for disease control and prevention updates](#)

## **Ballot Shortage Contingency Plans**



After yesterday's historic turnout in some states, the closely contested Democratic primary with candidates continuing to drop out, and the high number of spoiled ballots we are already seeing in Michigan, it is vitally important that you review your ballot supply now. If

county on election night. Clerks may not wait until the next day to deliver the Statement of Votes envelopes.



### **Use the Auxiliary Bin if Tabulators Go Down**

If problems occur on Election Day with a tabulator, you must continue to process voters as normal. Voters should be instructed to place their voted ballot in the auxiliary bin of the tabulator and must never be told to wait or come back later while the tabulator issue is addressed.

#### **Helpful Links**



you need more ballots, consult with your printer today to see if it is possible to get one last order in.

On Election Day, if you face a ballot shortage, immediately report it to the Bureau of Elections and include the ballot type(s) affected – **PHONE: 800-292-5973 or 517-335-3234**; and email: [elections@michigan.gov](mailto:elections@michigan.gov).

If it appears that you will run out of ballots on Election Day, the following measures must be taken:

- Precinct inspectors must alert you **BEFORE** they run out to ensure the voting process is not interrupted.
- If any of your precincts are running low on ballots of any type, unused test ballots and/or Absent Voter ballots for the designated precinct(s) may be utilized and should be immediately provided.
- If additional ballots are still needed, immediately prepare and furnish photocopies of blank ballots.
- For those with Hart equipment, the VAT can be used to produce blank ballots.
- Any voter may use the VAT to vote (true for all vendors).
- Voters **MUST NOT** be turned away at the polls or told to come back later.
- Do **NOT** send voters to other precincts in the jurisdiction.

If you need to photocopy ballots, please use the following resources:

- [Ballot shortage instructions](#) cover the procedures for photocopying blank ballots and preparing for their use in the polling place.
- [Ballot hand counting and tallying instructions](#) are standardized instructions which may be used for any election; the sections labeled “Tallying ‘vote for two (or more)’ offices” and “Write-In Votes” are not applicable for this presidential primary election. Two copies must

be completed and signed by the election inspectors completing the tally process.

- A [sample tally sheet](#), specific for this election, which may be used to complete the tally process. **NOTE: Make multiple copies of the tally sheet if needed.**

If you need further assistance on election night, please contact the Bureau using the contact information above. Additionally, if you must hand-tally ballots, please report to the Bureau when your inspectors have completed their canvass.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).

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Michigan Bureau of Elections

# News Update

for Election Administrators

March 2, 2020

## Note:

This is the first of at least two BOE newsletters that will be posted this week. The next newsletter will be Wednesday and will include updates on emergency preparedness, Election Day reminders, and more.

FLORENCE NIGHTINGALE

BOOKER T. WASHINGTON

Write-In *John Hancock*

## Write-Ins

There are no declared write-ins for the Presidential Primary.

## Technical Support

The following support will be available from the QVF Help Desk and BOE election specialists prior to and on March 10:



- Saturday, March 7, and Sunday, March 8, the QVF Help Desk and election specialists will provide support from 8 a.m. until 5 p.m.
- Monday, March 9: the QVF Help Desk and election specialists will be available from 8 a.m. until 6 p.m.
- Election Day (Tuesday, March 10): the QVF Help Desk and Election Specialists will be available from 6:30 a.m. until 10 p.m.

\*NOTE: If your call goes to voicemail, please leave a detailed message and your call will be returned as quickly as possible.

## Phone numbers

QVF Help Desk: 800-310-5697

## IN THIS ISSUE

- Write-ins
- Technical Support
- Reminders: Mailing and Returning AV Ballots
- Selfie Stations
- QVF Software Release
- EPB Best Practices
- Election Cycle Training Sign-up
- Much more

**QVF Software Release for February 25, 2020**



**MVIC.** Added an ID Unconfirmed message to inform the voter to contact their local clerk if their ID remains on ID Unconfirmed.

**EPB.** Corrected an issue where users were unable to leave a blank field in the Ballot Summary Report and re-open.

**Voter Notice.** The Voter Notice for mail in registrations within the 14 days has changed. Please reference the [Voter Registration manual](#) for further details.



**Electronic Pollbook Best Practices**

Election specialists: 517-335-3237

Review the [Bureau of Elections Contact Information for Election Officials](#) to get connected to the correct division faster.



## Reminders: Mailing and Returning AV ballots and Troubleshooting

As we enter the final week before Election Day, it is particularly important to ensure that AV ballot envelopes are prepared properly.

### Reminders

Before envelopes go out, be sure to check for three things:

- (1) The blue outer envelope should have **clerk's** return address in the upper left corner.
- (2) The green return envelope should have the **clerk's** address on the front of the envelope.
- (3) The green return envelope should have the **voter's** address on the **back** of the envelope where indicated on the envelope. Make sure this address is lined up with the window in the blue envelope.

Custom printed envelopes may already include (1) and (2) printed on the envelopes. A short video, [AV Ballot Envelope Label Instructions](#), is available on our YouTube channel demonstrating the proper way to affix envelope address stickers. Other important reminders:

(A) AV ballots are not forwardable. For this reason, blue outgoing envelopes have "Return Service Requested" printed on the envelope. See the 2/20/2020 News Update for more information.

(B) Make sure that outgoing blue envelopes have proper first class postage.

(C) Make sure the voter's address is visible through the window on the blue envelope. The address should be properly lined up, and the ballot and secrecy sleeve

As the March 10, 2020 Presidential Primary approaches, please remember some important requirements for a successful ePollbook download experience:

- **Use Internet Explorer 11** (light blue icon with gold ring) which is the only internet browser that is fully supported and tested at this time in QVF. Other browser options are coming soon!
- **Download the EPB once** by selecting all precincts and exporting once to the folder on your desktop for the specified election. **Do not do a separate download for each of the multiple precincts.** That inefficiency wastes your time and our shared resources during a time-sensitive process. Multiple simultaneous downloads by a jurisdiction's users will fail even when using different computers. Instead, it is best to download once to the desktop folder and copy to each flash drive.

**As a precaution,** we recommend you save a copy of the following to your desktop folder at the end of your weekend hours:

- ePollbook files
- AV List
- Precinct List

These files should only be used in the event that the new files cannot be downloaded after 4 p.m. the day before the election.



should be placed behind the green envelope, not between the green envelope and the window.

### Troubleshooting

The Bureau of Elections is in regular contact with the Post Office, and U.S. Postal Service is taking steps to get ballots to the right place even if there are problems with envelopes. Some envelopes are returned to the sender despite these steps. If a voter tells you that their green envelope has been returned to them, contact them to try to identify the source of the problem before telling the voter to put the envelope back in the mail.

In the last week before the election, these are the best options for a voter whose green ballot envelope has been returned to them:

- (1) If possible, bring the ballot envelope to the clerk's office in person.
- (2) If option (1) is not possible, bring the ballot envelope to the post office in person. Postal workers can identify any issues with the envelope and make sure it gets to the right place.
- (3) As a last resort, put the ballot back in the mail.

For voters who cannot deliver a ballot to the clerk's office in person, clerks should make attempts to pick up ballots from voters, time and resources permitting.

For all voters who are voting absentee, the Bureau of Elections recommends that after Tuesday, March 3 (beginning Wednesday, March 4), voters deliver ballots to clerk offices in person if possible to avoid any delays at the Post Office. Voters should be reminded that ballots must be received by the clerk by 8p.m. Election Day.

### Presidential Primary Reminders



- Please review our [Presidential Primary Voter FAQ](#) and [Election Official Presidential Primary FAQ](#) documents.



#### Election Cycle Training is Scheduled!

The Bureau of Elections has scheduled the **required** election cycle training for election officials through April of 2020. Please reserve your seat in the eLearning Center for an upcoming class in your area in March or April. These sessions are designed to assist county and local election officials with preparations for the August primary and November general elections. If you are unable to attend the class scheduled in your county, please feel free to sign up for a class the best fits your schedule. Click on **Learning, Events Calendar** on the menu bar to see all the classes offered or **Browse by Subject, Classes**.



**Reminders:  
Saturday and/or  
Sunday Office  
Hours, AV Ballot  
and Voter  
Registration**

Final reminders regarding absentee ballots and voter registration:

Absentee ballots may be mailed via first-class mail to a voter up until 5 p.m. Friday, March 6. Local clerks or other authorized personnel appointed by the clerk must be available in the clerk's office for at least 8 hours offered in some combination of hours Saturday, March 7, and/or Sunday, March 8. Those hours should have been published, posted and submitted to BOE via QVF by February 10. On Saturday and/or Sunday, voters may

- Ballot selection type needs to be in writing on the [Absentee Application to Vote](#) and [Polling Place Application to Vote](#).
- Ballot shortage procedures are covered on [page 43 of Chapter 11 of the Election Officials' Manual](#) - BOE continues to advise election officials to order more ballots if there are ANY concerns with your current ballot order. Contact BOE immediately if you are facing this situation for full instructions.
- The collection of petition signatures is considered a form of campaigning and must be done at least 100 feet from the entrance of a polling location.
- Federal Write-In Absentee Ballots are only to be sent for processing if the voter did not return the AV ballot sent by the election official.
- Federal Write-In Absentee Ballots and electronic MOVE ballots generated in Ballot Admin must be duplicated on Election Day – watch the [Duplicating Ballots Election Day Management Video](#) for full instructions.



## Spoiling AV Ballots

There may be voters who wish to spoil their AV ballot because their preferred candidate has dropped out of the race, or for any other reason. As a reminder:

Those who have already returned their AV ballot must make this request by mail no later than 2 p.m. the Saturday prior to the election (this is later than the regular deadline for requesting an AV ballot by mail) or in person by 4 p.m. the day prior to the election. There is no remedy for this situation on Election Day – the voter's original AV ballot will be accepted.

If the voter has not returned or received the AV ballot, the voter must also request a new ballot in writing. This is true even when the post office has simply not delivered the ballot. The timeframes for this request are

register to vote with residency verification and/or request an absentee ballot in person. During that weekend, voters may take any AV ballot issued with them - it doesn't have to be voted in the clerk's office. The emergency absentee ballot window starts after 5 p.m. Friday, March 6 and goes through 4 p.m. Election Day.

On Monday, March 9, voters may request an absentee ballot in person and vote the ballot in the clerk's office until 4 p.m.

On Election Day, voters who register to vote with the local clerk must show residency verification and may vote either an absent voter ballot with the clerk or vote at the precinct.

**Remember, you must have AV ballots for every precinct in the clerk's office and satellite offices on Election Day for voters registering on Election Day or changing their address who wish to vote an AV ballot at the same time.**

Absentee ballots must be returned by 8 p.m. Election Day.

Check the post office after normal delivery for late-arriving ballots on Election Day.

For full instruction on the absentee voting process review [Chapter 6 of the Election Officials' Manual](#)

## Presidential Primary Reimbursement



As a reminder, the Presidential Primary is a reimbursable election. However, it's important to note that any cost for a third ballot style with local proposals only is not reimbursable. The reimbursement claim and approval process will work the

the same as above; however, the voter may also go to the precinct on Election Day and complete the Affidavit of Lost or Destroyed AV Ballot to vote a regular ballot. More information on this process can be found on page 8-9 of [Chapter 6 of the Election Officials Manual](#).



## Selfie Station Update

Last September we encouraged clerks to set up "Selfie stations" as a great way to allow people who are excited about voting to memorialize and share the experience. These stations allow voters to take pictures of themselves and their family and friends after they have voted. These areas can be decorated with images promoting participation in elections such as "I voted," "Get out to vote" and "Michigan votes." Please make sure the station is outside of the voting area and away from any line to vote. Ideally, it would be outside of the building or in a separate room or hallway.



We are excited to share with you what some of your fellow clerks have done!



## BOE Conditionally Approving Ballot Format for May 5, 2020 Election

As shared with county clerks in an email last week, the Bureau of Elections is accepting ballots for conditional approval as to form for the May 5, 2020 election. This is part of an effort to help counties, local jurisdictions and vendors have more lead time to have absent voter ballots available for voters starting 40 days before May 5. Counties with May 5 elections should submit ballots

same as it did for the March 8, 2016 Presidential Primary. You can find the [Reimbursement Guidelines and County or City/Township Worksheet](#) document in eLearning.

**Final submission will be completed in the eLearning Center following the election.** By law, submissions must be received by June 8, 2020.



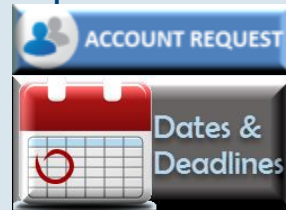
## BOE question of the week

*When should I manually remove the "ID-unconfirmed" status when a voter registers by mail?*

Answer:

When a voter registers by mail, the voter registration status will default to "ID-unconfirmed" until the voter's identification is verified. (See 2/20/2020 News Update for more information). When a voter has provided a Michigan driver's license or State ID card number or a Social Security number on the voter registration application, the ID-unconfirmed field will automatically be changed to confirmed as soon as those numbers are verified through QVF. If a voter has provided other ID (a copy of a paycheck stub, utility bill, bank statement or a government document that lists their name and address) you should manually change the "ID-unconfirmed" field to confirmed.

## Helpful Links



to David Tarrant at [tarrantd2@michigan.gov](mailto:tarrantd2@michigan.gov). Please note that under the Michigan Constitution, the Michigan Legislature may add proposed constitutional amendments to the ballot as late as March 6. The BOE is not aware of any efforts to add constitutional amendments to the May 5 ballot at this time but cannot guarantee that the Michigan Legislature will not do so. BOE approval of ballot format will therefore be conditional on no additional state-level measures being added to the ballot.



Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).

The Bureau of Elections News Update will always be sent to the Clerk and Deputy Clerk email accounts. If other election administrators would like to receive this newsletter as well use the Subscribe link below to have it sent directly to another email account.

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Michigan Bureau of Elections

# News Update

for Election Administrators

February 27, 2020



## New Processing AVs in the Precinct Training Module and Signature Verification and Voter Notification Resource

As local jurisdictions continue to process absent voter ballot applications with Election Day fast approaching, we know many jurisdictions are shifting their focus to plans for processing AV ballots on Election Day. With the increased volume of ballots coming in by mail and AV ballot applications continuing to roll in, BOE has made some additional resources available for jurisdictions in the eLearning center. We hope clerks will find these resources helpful as you continue your Election Day preparation.

- [Absent Voter Ballot Application and Ballot Processing: Signature Verification and Voter Notification](#). In response to questions about reviewing and processing AV application and ballot signatures, this resource provides guidelines and best practices on reviewing signatures and notifying voters so that they have the opportunity to cure signature issues.
- [Processing AV Ballots in the Precinct](#) module. This is the training video referred to in this past Monday's News Update. It is designed to help jurisdictions processing AV ballots in the precinct to guide precinct inspectors through this task efficiently. This training tool is intended to supplement local precinct inspector training. A module for AV counting boards will be available after March 10.



## AV Ballot Envelopes and Mail Issues

### IN THIS ISSUE

- New Resources in eLearning
- AV Ballot Envelopes and Mail Issues
- AV Applications for Recent Registrants

### AV Applications for Recent Registrants



If a voter recently registered to vote and immediately applied for an AV ballot (for example, the individual scanned and emailed an AV application immediately after registering to vote), the signature may not immediately appear in QVF. If you receive an AV application from a voter who recently registered through the secretary of state or OVR prior to the 15-day cutoff for this election and a signature does not appear in QVF, wait a few hours and check again. If the signature is still not available 24 hours after the application was received, please email the QVF Help Desk at [QVFHelpDesk@Michigan.gov](mailto:QVFHelpDesk@Michigan.gov).

### Helpful Links

Please continue to contact the Bureau of Elections with questions or concerns related to AV ballot delivery. The Bureau continues to work with clerks and the U.S. Postal Service to help resolve issues related to missing Facing Identification Marks [FIMs] and return addresses. If a voter contacts you because a green AV ballot return envelope has been sent back to them by the post office, try to determine the source of the problem before instructing the voter to put the ballot back in the mail. Depending on the situation, the best solution might be to hand deliver the ballot to the clerk's office or take it to the Post Office in person. Monday's News Update will include suggested communication to voters whose ballots were returned to them within a week of the election.



Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).

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Michigan Bureau of Elections

# News Update

for Election Administrators

February 24, 2020



## Is it Time to Re-visit Your Ballot Quantities?

Our December 9, 2019, News Update included some suggestions to assist you in determining ballot quantities for the March 10 Presidential Primary. We suggested ideas for analyzing your prior voter turnout and how to estimate ballot needs overall, and for each party. We again emphasize the need to closely track any voter participation trends you may be seeing for the March 10 Presidential Primary; and if necessary, place an additional ballot order.

We continue to track AV ballot requests recorded by local clerks in the QVF. To date, over 744,640 AV ballots have been requested statewide; this is **73% more than same time before the 2016 Presidential Primary.**

We strongly suggest that you track statistics for your individual jurisdictions; compare your current AV trends in total, and by party; then compare your current AV ballot request totals to those from the 2016 Presidential Primary. If you see trends that are close to or higher than the number of ballots you have ordered – you should order more now. Remember that you also need ballots available at the clerk's office (and satellite offices if applicable) for voters registering on Election Day who wish to vote AV in the clerk's office.

Also remember – costs attributable to the Presidential Primary are reimbursable. (Note, however, costs for a third, local proposal-only ballot are **not** reimbursable.) We cannot overemphasize the importance of having enough ballots on Election Day. Of course, having too many ballots is much preferred over having too few.

## IN THIS ISSUE

- Ballot Quantities
- AV Ballot Issuance Survey
- Voter Registration
- May Precinct Consolidation
- QVF Refresh Update
- BOE Question of the Week

### QVF Refresh Update February 21, 2020



**Reports.** Increased column widths on a variety of reports including the Precinct List, AV List, and others to ensure that users can easily distinguish between two voters with similar names.

**Mass AV, AV Details, and AV Scan.** Allowed the ability to send an application to voters who are on a challenge status.

**Student Inspector.** Allowing student inspectors with the same name and date of birth to be entered where previously not allowed.

**AV Scan.** Prevent AV Scan with Auto OK enabled to allow the new application received date to be overwritten.





## AV Ballot Issuance Survey

BOE is asking local and county clerks to tell us about the process of AV ballot issuance from their perspective. As we work with clerks and vendors to improve the process of designing, approving, printing, shipping, testing and issuing ballots, we need your input on which aspects of those processes can be improved and how. Please complete the survey [found here](#). After March 10, BOE will reach out to clerks interested in participating in a work group to discuss solutions to this process. As discussed elsewhere in this News Update, the Bureau recently worked with the Department of Technology, Management and Budget [DTMB] and local clerks on a Lean Process Improvement [LPI] to improve processing of AV ballots on Election Day. We are considering expanding this project to look at AV ballot issuance in advance of elections.



## Voter Registration

Today, Monday, February 24, is the deadline for registering to vote in any manner other than in person at the city or township clerk's office to be eligible to vote in the March 10 election. Starting February 25 and continuing through Election Day, Secretary of State branch offices and agencies of the Department of Health and Human Services that provide voter registration services will be providing customers who register with a notice informing the voter that he or she needs to take additional steps to vote in the upcoming election. A [sample notice](#) can be viewed in the eLearning Center. Any voter registered by mail with a registration form postmarked after February 25 also must be sent a notice. This notice is automatically generated in QVF but may also be generated by clicking on the Voter Notice button located on the Voter Registration screen. The notice prints in a format that can be folded and placed in a windowed envelope. While this notice always must be sent by mail, we strongly encourage clerks to use any phone number or email address provided to inform the voter of the additional steps needed to vote in

### QVF AV Scan



BOE recently discovered that using AV Scan **with Auto OK enabled** causes previously recorded AV application received dates to be overwritten. The recording over the original AV application received date occurred only in this scenario and was not affected when using AV Scan without the Auto OK on or when recording the date in AV Details.

To prevent the date from continually overwriting the original date, AV Scan has been programmed to prevent users from overwriting the previously recorded AV application received date. The user is now informed through an error message that an AV application date has already been processed for this voter. To further correct the situation, any QVF application received date that was overwritten with a later date was corrected back to the earliest date recorded. Since the dates are captured in the system, we were able to revert the AV application date back to the original received date. All other tracking dates, such as AV Application Sent and Ballot Sent/Returned, were left untouched.

The changes back to the original AV application received date were necessary to ensure that all dates are recorded accurately and voters are able to see their correct data on the Michigan Voter Information Center website ([Michigan.gov/Vote](http://Michigan.gov/Vote)). Please be mindful of recording

the upcoming election. A [sample notice](#) can be viewed in the eLearning Center.

### Registration in person with the local clerk

Beginning February 25, voters still may register and be eligible to vote in the March election by appearing in person in the clerk's office and providing residency verification. A chart listing the acceptable forms of residency verification can be found on page 13 of [Chapter 2 of the Election Officials' Manual](#). When selecting Clerk's Office and Other as the Registration Location in QVF, the system will prompt you to select what type of Residency Verification was provided. A receipt will be generated automatically in QVF or by clicking on the Voter Receipt button located on the Voter Registration screen. You must provide this receipt to the voter. A [sample receipt](#) can be viewed in the Learning Center.

NOTE: Registration forms for those who register in the 0-14 time period and receive a challenged ballot because they provided residency verification other than a Michigan driver's license or personal ID must be retained for 6 years.

Remember that military and overseas civilians have additional options to register. Information for military and overseas voters is [available here](#).

Full instruction on the new voter registration process can be found in [Chapter 2 of the Election Officials' Manual](#).

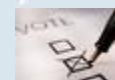


### May Precinct Consolidation

The deadline for temporary precinct consolidations for the **May 5** election is Friday, March 6. Things to remember:

- The Election Commission must pass a resolution.
- A consolidated precinct can't contain more than 5,000 active registered voters.
- Only whole precincts may be combined.
- Voters must be notified by mail if their polling location has changed.

all AV dates you are recording into the QVF in real time so that voters can see their AV activity on the website in timely fashion. We have identified quite a few jurisdictions with permanent AV voters who have not tracked the AV activity and should do so as soon as possible. Thanks very much!



### Processing AV Ballots on Election Day

Last year, the Bureau of Elections worked with the Department of Technology, Management and Budget and a group of dedicated clerks and local election officials on a Lean Process Improvement [LPI] to develop a more efficient approach to the absent voter ballot process following the enactment of no-reason AV through Proposal 2018-3. Resources developed through this LPI will be available throughout the year, with our first resource, a video describing best practices for processing AV ballots in precincts, releasing later this week in eLearning. We will send a notification when the video is available. Local clerks may use this video as a tool to provide focused supplemental training for precinct inspectors specifically assigned as a team to process absent voter ballots in the precinct. A video tool focusing on processing absent voter ballots in an Absent Voter Counting Board will be released in the coming weeks.

- Notice, including directions to the new polling location, must be posted at the “closed” polling location.
- Temporary consolidations are only permissible when there are no state or federal races or issues on the ballot.

For more information regarding the temporary consolidation of precincts, please refer to [Chapter 14 of the Election Officials' Manual](#).

### BOE Question of the Week:



#### *Where is the Change of Address Form?*

Answer: The change of address forms are available in the precinct kits provided by your vendor.

Have a question you'd like to see in the Question of the Week? Send it to [Elections@Michigan.gov](mailto:Elections@Michigan.gov).

#### Helpful Links



Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).

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Michigan Bureau of Elections

# News Update

for Election Administrators

February 20, 2020



## Write-In Filing Deadline

The deadline for write-in candidates to file Declaration of Intent forms for the March election is **4 p.m. Friday, Feb. 28**. If a write-in candidate has filed in your jurisdiction, be sure to review the Write-In Section of the [Managing your Precinct on Election Day - Election Inspectors' Flipchart](#).

## ID Unconfirmed

First-time Michigan voters who register by mail must comply with the federal identification requirement. Voters may meet this requirement by providing any of the following: their Michigan-issued driver's license or Michigan-issued state identification number; the last 4 digits of their Social Security number; or a copy of a paycheck stub, utility bill, bank statement, or a government document that lists their name and address.

Most voters meet this requirement by providing a driver's license number or the last 4 digits of their Social Security number— so the number of voters for whom the process below applies should be small.

Some voters do complete forms without providing these numbers or other ID. This means they are registered, but they need to provide this ID before they can vote. Because voters have up until Election Day to meet this requirement, a voter marked ID-Unconfirmed should be issued an AV application and AV ballot upon request, but the ballot cannot be counted if the voter does not provide ID by Election Day.

## IN THIS ISSUE

- Write-In Filing Deadling
- ID Unconfirmed Field
- Goodbye Ginny
- QVF Refresh Update
- AV Ballot Envelopes
- BOE Question of the Week



### Goodbye Ginny

We are both excited and sad to announce that Ginny Vander Roest has left the Bureau of Elections to take a new position with VotingWorks. This is bittersweet news for us. We are sorry to see Ginny go, as she was a tremendous asset for us at the Bureau of Elections and for our clerks. At the same time, we are incredibly excited for her to pursue this new opportunity. VotingWorks is a nonprofit, nonpartisan organization that has helped Michigan and many other states improve how elections are run. We hope to work closely with Ginny in her new capacity. If you would like to contact Ginny her email address is [ginvanderroest@gmail.com](mailto:ginvanderroest@gmail.com).

## QVF Refresh Update

### ID Unconfirmed

Provided ability to send AV applications and ballots to "ID Unconfirmed voters."



To help you explain this process to the voter, we have developed an "ID-Unconfirmed Notice," which can be printed out of QVF.

If you process a voter's mail-in registration form without documentation that satisfies the federal ID requirement, QVF will mark the voter record as "ID-Unconfirmed." The record is also marked temporarily as "ID-Unconfirmed" when a voter has provided driver's license number or the last 4 digits of the Social Security number. This mark comes off as soon as that information is verified against the driver file or Social Security file. This process may take up to two days to complete.

If you receive a mail-in voter registration application and the voter does not provide information to satisfy the federal ID requirement, you should send the voter the ID-Unconfirmed notice to inform the voter that he or she needs to meet the federal ID requirement before voting.

If a voter requests an AV application by mail, e-mail, fax or phone and is marked ID-Unconfirmed:

- If the voter mailed the AV application at the same time as his or her voter registration form, and the form includes his or her driver's license number or last 4 of their Social Security number, wait 2 days to see if the voter's status updates to ID-Confirmed. If the status updates, the voter has satisfied the federal ID requirement. Issue the application without the ID-unconfirmed notice. Because most voters provide a driver's license number or last-4 SSN with their application, waiting 2 days will significantly reduce the number of voters you need to send an ID-Unconfirmed notice.
- If the two days have elapsed and the voter status has not updated, or if the voter did not provide documentation to meet the federal ID requirement, issue the AV application along with the ID-Unconfirmed notice.

If a voter requests an AV Ballot by submitting an AV application by mail, e-mail or fax and is

Created a new ID-Unconfirmed notice to send the voter, informing the voter of ways to provide ID and clear the "ID Unconfirmed" flag.

Provided new rejection reason "ID Not Confirmed" if ID not provided by 8 p.m. on Election Day.

The changes are reflected in Chapter 6 - Absentee Voter Tracking (P. 24) [found here: Chapter 6 - Absentee Voter Tracking](#)

## EPB

**Ballot Summary Report.** Allowed starting numbers to be the same for more than one ballot style (previously not allowed)

**Ballot Type.** Prepopulated ballot types for voters with existing AV ballots.

## Print Queue

Sorting labels sent to the print queue by last name, first name, middle name.

## Password Rules

Users cannot re-use the last 24 passwords. **\*New\***

Passwords continue to expire every 90 days.

Password length must be at least 8 characters.

User accounts will be locked if they have 3 unsuccessful attempts in a rolling 120-minute window and users cannot log back in for 15 minutes. **\*New\***

marked ID-Unconfirmed, issue the ballot along with the ID-Unconfirmed notice. The notice directs the voter not to place the required documentation in the ballot return envelope.

If a voter requests an AV Ballot by submitting an AV application in person and is marked ID-Unconfirmed, the voter can resolve the ID-Unconfirmed status by providing any of the ID accepted as Identification for Election Purposes (except the signed affidavit) or ID that meets the federal ID requirement. If the voter provides any of these documents, update the voter's ID-Unconfirmed field and issue the ballot without the ID-unconfirmed notice. If the voter does not provide any ID, issue the ballot along with an ID-Unconfirmed notice.

If the voter returns the ballot and has still not provided the required identification documentation, receive the ballot in QVF, place the ballot aside, and contact the voter through any means available (phone, e-mail, mail) to inform the voter that he or she still needs to meet the federal ID requirement. Wait to see if the information comes in by Election Day. If the voter provides the information by 8 p.m. on Election Day, update the voter's ID-Unconfirmed field and process the ballot as usual.

If by Election Day the voter has still not provided the required documentation, send the ballot to the precinct or AV counting board for processing, keeping it separate from the other ballots. Instruct the election inspectors to open the ballot envelope to see if the voter returned the required documentation along with the AV ballot.

- If no documentation is provided, the ballot may not be counted and should be returned to the clerk and rejected as ID-Unconfirmed.
- If the documentation is included with the ballot, the ballot should be processed as usual and the documentation returned to the clerk. Update the voter's ID-Unconfirmed field.

## AV Ballot Envelopes

Users can only change their password once in a 24-hour period. **\*New\***

Users can reset their password after locking their account. **\*New\***

### BOE Question of the Week:



***Who notifies voters who register within 14 days of an election that they need to re-register with the local clerk to vote in the upcoming election?***

Answer:

It depends on how they register. Voters who register within 14 days of an election through any method other than in person at the local clerk's office (or a satellite office) need to re-register in person at the local clerk's office or a satellite office, with residency verification, to vote in the upcoming election. If a voter registers within 14 days of an election at the Secretary of State's office or using online voter registration, the voter receives a notice when they register. Voters also get a notice if they register through a county clerk's office or a voter registration agency (for example, the Department of Health and Human Services) during this time period. If the voter mails a voter registration form to a local clerk, the clerk must notify the voter of the need to re-register in person to vote in the upcoming election. This notice will be explained in further detail in next week's News Update.

Have a question you'd like to see in the Question of the Week? Send it to [Elections@Michigan.gov](mailto:Elections@Michigan.gov).



BOE has received reports that AV ballots sent from clerks to voters are being returned as undeliverable because the voter has provided a temporary address. This typically occurs when a voter is temporarily away but has requested an AV ballot at their voter registration address rather than the temporary address.

Please be advised that AV ballots are NOT forwardable. Michigan election law requires ballots to be mailed to the voter's registration address or to the alternative address provided on the absent voter application. This policy, which has been in place for many years, is further explained in [Chapter 6 of the Election Officials' Manual](#). The [Absent Voter Ballot Application](#) informs voters that AV ballots will not be forwarded and that they should provide an address to mail the ballot, if different from their voter registration address. The outgoing (blue) AV envelopes are specifically printed with "Return Service Requested" to ensure ballots are not forwarded.

If you send a voter an AV ballot that is returned to you because the voter has provided a forwarding address, you should make every effort to contact the voter as soon as possible to determine where they would like the ballot mailed. If you have a phone number or e-mail address for the voter, use that information to contact them as soon as possible. If you can't reach the voter immediately by phone or e-mail, send a forwardable letter to the voter's registration address informing the voter that their AV ballot could not be delivered and that they should contact you immediately to provide an updated address to mail the ballot. A sample letter can be found [here: AV ballot undeliverable notice](#). When you receive an updated mailing address, that address should be printed on a separate label and applied to the outside of the blue envelope to ensure proper delivery.

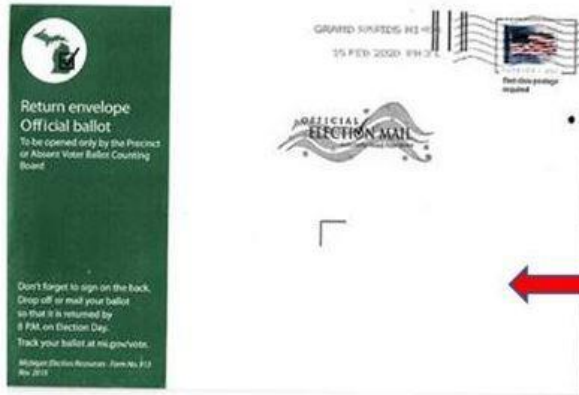
We have also received reports that some AV ballot return (green) envelopes do not have the address of the clerk on the envelope. **It is essential to include your address in the "to address" block (see red arrow below) on the green AV ballot return envelope to ensure the ballot is properly delivered to you.**

#### Helpful Links





BOE is in regular contact with the United States Postal Service. Please be assured that USPS is working closely with our office and with local clerks to ensure delivery of ballots. Making certain that all necessary information is included on envelopes will help ensure this effort is successful (please also review last week's News Update article on the importance of including a Facing Identification Mark [FIM] on envelopes).



Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).

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Michigan Bureau of Elections

# News Update

for Election Administrators

February 10, 2020

## New AV Ballot Envelopes

Last week, the Bureau of Elections met with several staff members from the U.S. Postal Service. This is part of an ongoing effort to work with USPS to improve and streamline the delivery of election mail. **If you encounter any problems with USPS, please let us know as soon as possible and we will help resolve them.** The USPS has been monitoring the new envelopes and has a few tips for clerks to ensure that USPS machinery will read addresses correctly. Of particular importance are the FIM (on both envelopes) and the placement of the voter label.

### Absentee Ballot Envelope Mailing Elements



#### Facer Identification Mark (FIM)

This small barcode, located to the left of the postage area, is important to help the machine find the front of the mailing and know where to send the envelope. It should be on the clerk address side.



#### Placement of Voter Label

The voter's address label must be placed aligned with the top of the corner guide to ensure USPS machinery does not read the QVF barcode.



#### USPS Tag 191

This tag provides greater visibility to ballots and alerts USPS personnel to process quickly. Use this tag with trays or smaller bundles.

(click image for larger view)

If your return envelopes currently don't have the FIM, you should correct that as soon as possible. The FIM should be included on your next purchase of outgoing envelopes. We also encourage the use of the Intelligent

## IN THIS ISSUE

- New AV Ballot Envelopes
- Jurisdiction Election Email
- New Division Director/Election Night Reporting
- Washtenaw County Voter Education Videos
- QVF Refresh Update
- New Accreditation Classes Available
- Election Inspector Appointments
- BOE Question of the Week

### QVF Refresh Update



#### Qualified Voter File Software Release

The Qualified Voter File release for Jan. 31, 2020, includes the following:

#### Multifactor Authentication (MFA)

Developed MFA to provide an additional security layer for users of the QVF. The MFA programming can interact with either a smart phone or a Yubi-key (security key, which BOE will fund and provide). As discussed in last week's news update, BOE will be rolling out MFA over the course of the year and users do not immediately need to be using MFA.

Mail Barcode (IMB), which vendors can add to your envelopes when you have them custom printed with your address. For those that do not custom print their address on to the envelopes, we are working with the USPS to provide guidance on how you can add the IMB to your envelope stock. We will share details soon.

**NOTE: If you did not have your address printed by your vendor on to the envelopes, you must put your return address on the envelopes!**

## Jurisdiction Election Email

Your jurisdiction election email address is displayed on the [Michigan Voter Information Center \(MVIC\)](#) and is shared with national entities like the [Federal Voting Assistance Program](#) to ensure voters can contact you. Take a moment to log in to the eLearning Center and verify your jurisdiction election email address is correct. BOE recommends that when possible, this email address should be a generic email that multiple people in your office have access to, such as elections@township.gov. If a change is needed, please submit it via the [Jurisdiction Election Email form](#).



## New Division Director/Election Night Reporting

**Attention County Clerks and Election Directors!** As we approach the final weeks before the Mar. 10 Presidential Primary, please note that the former head of the Disclosure Division, Evelyn Quiroga, retired at the end of 2019 after a long and successful career with BOE. Instructions regarding election night reporting for the Mar. 10 election will be emailed later this week by Melissa Malerman, Director of the new Disclosure, Filings and Compliance

**Reports.** Provided additional space in voter columns to ensure that suffix is appropriately included.

### New



## Accreditation Classes Available

New sessions of [Election Officials' Accreditation](#) for **new** clerks have been scheduled as follows:

February 13, Marquette Township Hall

February 18, Mundy Township/Genesee County

February 25, Grand Rapids area (location TBD)

To make the classes easier for local officials to attend, the format has been changed from a 1.5 day class to a one-day class with additional online assignments. The in-person segment will be held from 9 a.m. to 4 p.m. This in-person class is one part of the Initial Accreditation Curriculum found in the eLearning Center.

All new clerks are required to attend the one-day in-person class as part of the initial curriculum.

Other new election officials are also welcome. This class is only for people who haven't previously been accredited. Registration is required via the [eLearning Center](#).

Division. Melissa has been a staff/senior attorney with BOE since 2011 and is the Bureau's subject matter expert on statewide ballot proposals, election litigation and campaign finance matters. In her new role, Melissa's responsibilities will expand to include election night reporting, the notary public program, and BOE's disclosure and enforcement programs for campaign finance and lobbying. You may reach her at [malermanm@michigan.gov](mailto:malermanm@michigan.gov) or 517-335-3234.

## Washtenaw County Voter Education Videos

Washtenaw County just released a new voter education video series geared toward first time voters. These videos take a friendly, welcoming approach to voting and discuss:



- [How to Register to Vote](#)
- [How to Prepare to Vote](#)
- [How to Vote Early by Absentee Ballot](#)
- [How to Vote on Election Day](#)

The goal of the series is to encourage participation in the upcoming elections by explaining the essentials of how to register to vote, cast a ballot, and make informed decisions. Check them out and feel free to share!

## Election Inspector Appointments



Election inspectors must be appointed by your Election Commission no later than Feb. 18, 2020 (MCL 168.674). Remember Election Commission meetings are subject to the Open Meetings Act and formal action must be taken to appoint election inspectors (including receiving board inspectors and AVCB inspectors).

In addition, all election inspectors must have an [application](#) on file with the clerk. For more information, review [Chapter 13 – Appointing and Training Election Inspectors of the Election Officials' Manual](#).

## BOE Question of the Week:



***What's new?***

Answer: The dual and regular ePollbook manuals have been updated. Find the newest versions in the [eLearning Center](#).

Have a question you'd like to see in the Question of the Week? Send it to [Elections@Michigan.gov](mailto:Elections@Michigan.gov).

## Helpful Links





Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).

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Michigan Bureau of Elections

# News Update

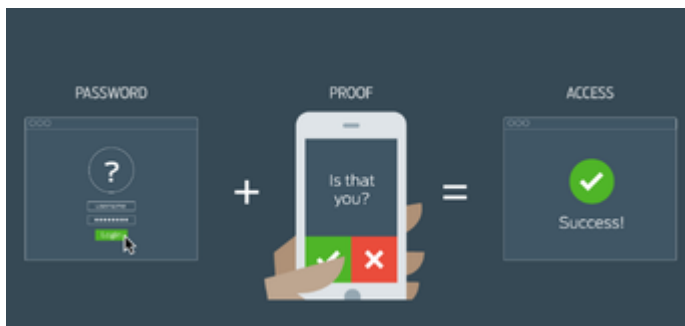
for Election Administrators

February 2, 2020

## Multi-factor Authentication (MFA) Coming Soon to the Qualified Voter File

User access to the Qualified Voter File (QVF) will soon require Multi-factor Authentication (MFA). Use of MFA boosts the security of the QVF by making it more difficult for unauthorized individuals to get access to the system. This practice is widely recommended by cybersecurity experts and has recently been adopted as a requirement to access many private-sector and government databases, including Wisconsin's WisVote system. Each QVF user will be required to use MFA as they log into the system in the coming months.

MFA provides a layered approach to securing application data. This approach links **"something you know to something you have."** That is, it connects your username and password (*something you know*) to your smart phone or security key (*something you have*). This provides extra security because even if someone were able to get your username or password, they would not access the system without your smart phone or smart key. You may already be using this process when performing your online banking transactions or accessing your personal, web-based email.



BOE has developed two MFA external device options that will interact with the QVF: you can choose either to use your smart phone or security key called the Yubikey, which BOE will fund and provide. We are currently piloting

### IN THIS ISSUE

- Multi-factor Authentication Coming Soon to QVF
- EPB Practice & Education Day
- New Election Inspector Materials
- QVF Refresh Update
- County Clerks - May Election Ballot Administration Due
- Voting Instructions
- City of Ann Arbor Wins EAC Clearie Award
- BOE Question of the Week

### QVF Refresh Update



QVF Release for  
Jan. 24, 2020

- **Electronic Pollbook (EPB).** Corrected Ballot Summary grid to reflect the proper party order.
- **MOVE Ballot Survey.** Change comment file description to include reasons for late issuance.

### County Clerks – May Ballot Administration Due





and testing this technology in-house as the first step in the statewide launch of this process.

Our tentative MFA implementation timeline is as follows, starting with pilot groups and then rolling out to all jurisdictions from largest to smallest:

- **Jan./Feb.** BOE staff are currently piloting and testing the process.
- **Feb./March.** QVF Clerk Advisory Team to pilot in February/March.
- **April – Summer/Fall.** Local jurisdiction implementation, starting with largest jurisdictions

We'll provide more information soon on this important security change and how we'll implement it in the coming weeks. We'll continue to communicate the process as more information is available. For now, please join with us in ensuring that our voter registration file data remains secure always, and especially during this busy 2020 election year.

## EPB Practice & Education Day

Mark your calendars for **Thursday, Feb. 6**, when the QVF Help Desk staff will provide EPB webinar instruction. Staff will dedicate the day to answering your questions as you practice and prepare your EPB for Election Day.



The agenda for the day includes:

- 9 a.m. - QVF Refresh EPB for the Presidential Primary
- 2 p.m. - QVF Refresh EPB – How to Run an Efficient Precinct with the E-Pollbook
- 3 p.m. - EPB Stress Test

Throughout the day:

- EPB Practice Scenarios

Ballot Administration due no later than **Feb. 28**

The QVF Ballot Administration deadline for the May 5, 2020, election is **Feb. 28**. Meeting this deadline is critical to ensure that city and township election officials can access their assigned election administration tasks for voters participating in this consolidated election.

Please complete Full and Partial terms, Proposals, and the Duty List. **Each of these sections must be completed even if you do not have a May 5 election in your county.** If you do not have a May election in your county, simply select the "Complete" box at the top of each section (Full-Term, Partial-Term, and Proposal).

Please refer to eLearning by searching for the key words: **"Ballot Administration"** for the manual and training video.

Please contact the QVF Help Desk by emailing [QVFHelpDesk@michigan.gov](mailto:QVFHelpDesk@michigan.gov) for assistance completing Ballot Administration. Contact Sarah McMillan by emailing [mcmillans@michigan.gov](mailto:mcmillans@michigan.gov) **to add any offices or to unlock your Ballot Administration.** Once all information is in and marked complete at 100 percent statewide, we will enable the MOVE Ballot and the Michigan Voter Information Center (MVIC) website.

## Voting Instructions



As a reminder, the Voting Instructions (What Every Voter Should Know poster)



- EPB Download Stress Test for all jurisdictions
- Lots of staff available to answer your EPB specific needs

We need you to assist us in performing a stress test at 3 p.m. No registration is necessary for the stress test; simply log into QVF Refresh at 3 p.m. and download your March 10, 2020 election EPB files. Developers will be monitoring the activity during this time so no feedback or Help Desk calls/emails are necessary.

To participate in a webinar, sign up to get the login information. Log into the [eLearning Center](#) and select your preferred webinar(s). Consider hosting an EPB Practice Day event by inviting your fellow clerks and/or staff to view the webinar as group to encourage collaborative learning.



## New Election Inspector Materials

Last week concluded the Bureau of Election's Train the Trainer training program. Materials presented in class are now available in the eLearning Center. The direct links are as follows:

### Training Points Booklet

Power Point - Teacher's copy of the training program's power point that can be used for election inspector training.

Presidential Primary video – [view link](#) [download link](#)

Opening the Polls video - [view link](#) [download link](#)

Missing Voter Scenario Cards - Hands on training scenarios for election inspectors to learn how to assist voters who are missing from the registration list to ensure the best way to allow them to vote.

Election Day Use of the QVF Precinct List - Better known as a guide to "reverting to paper" when the EPB is inoperable.

EPB Training Databases:

received a major revision by the BOE Forms Committee last year. It is now called the [Election Day Voter Information Display](#).

This one display replaces:

- What Every Voter Should Know
- Rights and Responsibilities poster and placards
- Notice to Voters: Voter Identification Requirement in Effect

A requirement of the Help America Vote Act and Michigan election law, this information display is now poster-size and reusable from election to election. A sample can be viewed in the [eLearning Center](#). As before, two posters are required per precinct.

**This information is also required to be provided in Braille** (BOE will be shipping to counties soon) and audio upon request. The [audio file](#) can be downloaded from the [eLearning Center](#).

The posters were printed and delivered to counties last July. Replacements can be ordered by your county clerk.

### City of Ann Arbor Wins EAC Clearie Award



The Election Assistance Commission (EAC) awarded the City of Ann Arbor its [Outstanding Innovations in Elections Clearinghouse Award](#). The award recognizes Ann Arbor's work on its *Line Tracking Project* which has enabled voters to check wait times at their local polling place and access additional tools to facilitate the voting process. Please join us in congratulating the City of Ann

[With splits – two ballot styles](#)

[Without splits – one ballot style](#)

[Presidential Primary - with splits](#)

[Presidential Primary - without splits](#)

In addition, the new [Managing your Precinct on Election Day - Election Inspectors' Procedure Manual Flipchart](#) has been posted to the website. BOE is determining the most efficient method of making paper versions available in the flip chart format with further changes possible before November.

Arbor for this national recognition!

**BOE  
Question of  
the Week:**



***How long  
are requests  
to be placed on  
the permanent AV list  
required to be retained?***

Answer: Requests to be placed on the permanent AV list are not required to be retained after they are entered in QVF. In addition, requests to be placed on the permanent AV list, do not need to be submitted in writing. A verbal request by the voter can be honored.

Have a question you'd like to see in the Question of the Week? Send it to [Elections@Michigan.gov](mailto:Elections@Michigan.gov).

**Helpful Links**



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Michigan Bureau of Elections

# News Update

for Election Administrators

January 27, 2020



## Absentee Ballot Processing

As you begin issuing absentee ballots for the Presidential Primary, it is important to review [Chapter 6 - Michigan's Absentee Voting Process of the Election Officials' Manual](#).

### Important Reminders:

#### Presidential Primary

- Voters must select a ballot type in writing. Refer to the [Election Officials Q&A Presidential Primary document](#) for answers to various scenarios.
- Candidates may "withdraw" their candidacy between now and the primary. Voters may request a new ballot until 4 p.m. March 9.
- QVF has radio buttons for the ballot selection type, the letters translate to: D - Democratic, R - Republican, L - Local Proposal Only. Review the [Presidential Primary 2020 QVF Addendum](#) for full instructions.

#### General AV Information

- [Ballot Marking Instructions](#) specific to the Presidential Primary should be included with AV ballots.
- QVF must be used timely to track AV ballot processing for all voters.
- If a voter applies for an AV ballot in person at the clerk's office, the voter must either present picture ID or sign the [Affidavit of Voter not in Possession of a Picture ID](#) form and receive a ballot. Picture ID isn't requested if the person applies for the AV ballot by mail.

### IN THIS ISSUE

- Absentee Ballot Processing
- Testing Voting Equipment
- Proposal 18-3 Reminders
- QVF Refresh Update
- Presidential Primary MOVE Compliance Report
- Reporting Saturday and/or Sunday Hours
- Notice of Registration
- BOE Question of the Week

#### QVF Refresh Update



**QVF Release for January 17, 2020**

**Electronic Pollbook (EPB).** The EPB default options for Auto Increment on the download screen are deselected for the Presidential Primary.

**Inspectors.** Remove the ability to see other jurisdictions' inspectors in my jurisdiction.



#### Presidential Primary MOVE Compliance Report

- AV voters that need an AV ballot reissued, either because they spoiled their ballot or it wasn't received, must make a signed request (by mail, email, in person, etc.) to the clerk for a new ballot to be issued.

### Post Office

- Report postal problems at [electionmail.org](http://electionmail.org)
- Build a relationship with your post office now. Local clerks who have intentionally reached out to their local post master to have conversations about the mailing and return of absent voter ballots have noticed better service for them and their voters. Make sure you understand what post offices need from a processing standpoint and help be their reminder of important election deadlines.

### Testing Voting Equipment - A Vital Piece of Security



Preliminary equipment testing should begin soon. Local election commissions are responsible for conducting accuracy tests in accordance with the procedures established by the Secretary of State. (MCL 168.794a(3), 798.)

Ensure you are following proper testing procedures by reviewing the [Test Procedures Manual](#). The Bureau of Elections has already created the [Presidential Primary Chart of Predetermined Results](#) for your use. A helpful online course to review before testing is [Preparing for and Conducting the Preliminary and Public Accuracy Tests](#).

**Other Tasks:** During the testing process, BOE also recommends:

- Verifying the date and time - [Time Adjustment Instructions](#) are available
- Verifying all equipment tamper evident seal numbers with the seal numbers on file

**Test Decks Marked by a Printer:** If a test deck includes ballots marked by a printer and those ballots did not come from the stock that will be used on Election Day, at least

Every jurisdiction must login to QVF and complete the MOVE survey pop-up that appears.

To make the reporting process more efficient, the "ballot sent" dates recorded in QVF will be used to report ballots sent on time and ballots sent after the 45-day deadline. Once you confirm the total military and overseas voters count in the QVF, we will report the required information to the appropriate entity.

If the count of UOCAVA voters found in QVF matches the total applications received by the MOVE Ballot deadline, then you can respond by checking "YES".

If you haven't submitted this report, please login to the QVF and complete it now.



### Reporting Saturday and/or Sunday Hours

The hours the clerk's office will be open for absentee voting the Saturday and/or Sunday prior to the Presidential Primary must be entered in the QVF. Law requires the clerk's office to maintain a minimum of eight hours in some combination over those two days. The time may be split between Saturday and Sunday or all conducted on one day. This information must be entered in QVF **no later than Monday, February 10**. This information also must be posted with other township or city postings in a central location.

three should be replaced and hand-marked with Election Day ballots. This ensures testing of both the program and Election Day ballots.

**Documenting the Process:** Remember, testing materials must be kept under seal and the seal numbers must be recorded. Use the [Tabulator Program & Security Certification form](#) and the [VAT Testing & Security Certification form](#) to aid in properly documenting this process. We have discovered at post-election audits that these forms are sometimes misplaced. Promulgated Rules require this form to be sealed into the testing container and BOE recommends keeping an additional copy on file in the office.

The Public Accuracy Test must be conducted by a quorum of the Election Commission no later than **Thursday, March 5, 2020**. The meeting must be posted at least 48 hours before the test (MCL 168.798) and held in accordance with the Open Meetings Act.

**Important Notice to Jurisdictions Using 3rd Party Vendors for Testing:** If you are using the same vendor that programmed the county's memory devices to prepare the test deck and/or conduct the preliminary testing, the Election Commission must also complete the [Election Commission Certification form](#) at the public test.

Designating a single vendor to create and then test the performance of memory cards they programmed removes critical checks and balances from the logic and accuracy testing process. The integrity of the testing process may come into question if one party is responsible for both developing and testing the accuracy of the program.

Note: A vendor isn't an authorized assistant within the meaning of the election law or corresponding administrative rules.



## Proposal 18-3 Reminders - Notices, Postings, and Election Inspector Processes

This article is the third in a series of three reviewing the changes to elections from the passage of Proposal 18-3 and legislation enacted in late 2018. In April 2019, BOE released a Proposal 18-3 online course that covers the changes. All election administrators were

### To enter this information in QVF:

Select Clerk Contacts from Lookup, select your jurisdiction and tab to the Hours/Location tab. Enter your Business and Pre-Election Weekend Hours and add any Additional Registration Locations using the Add Location button if needed. Select Save before exiting.

See [Chapter 11 - Clerk Contacts of the QVF Refresh Manual](#) for further instruction.

This information will be presented under the Election Information Local Clerk tab on the [Michigan Voter Information Center website](#) to assist your voters.

### Notice of



### Registration

The [Notice of Registration](#) for the Presidential Primary must be posted in a newspaper of general circulation by Monday, February 10. This notice was formerly the Close of Registration notice and has different required elements. A sample Notice of Registration is available in the eLearning Center.

Review [Ch. 16 Election Related Information of the Election Officials' Manual](#) for full requirements.

### BOE Question of the Week:



required to complete the training. This course can be retaken at any time and can be found in the [eLearning Center](#).

## Notices

The **Close of Registration** notice is now the **Notice of Registration**. It is required to be published at least 30 days prior to an election (see reminder to the right for the Presidential Primary). It must include the days and hours, up to and including Election Day, that the clerk will be at the clerk's office or other designated place to receive registrations. It must also include the offices and ballot proposals that will appear on the ballot. If ballot proposals are on the ballot, the notice must include a brief description of the ballot proposals and information on where voters can obtain the full text of the proposals. The Bureau of Elections also recommends that the notice include a list of places where voters can register, along with an explanation that voters can register by mail by using the mail-in registration form found at [Michigan.gov/Vote](http://Michigan.gov/Vote). A [Notice of Registration sample](#) is in the eLearning Center.

The **Notice of Election** for an increase in the total tax rate limitation must include a statement of the amount by which the total tax rate limitation is increased and the number of years the increase would be effective. It no longer requires a treasurer's statement to be included. A [Notice of Election sample](#) is in the eLearning Center.

Another new notice (which was mentioned in the voter registration article) is the one given to a voter who registers in days 0-14 in any other manner than in-person with the clerk. That voter will be given a notice that explains the voter must register in-person with their new clerk with a residency verification document if they wish to vote in the upcoming election, or, if they are already registered and moving within the state, they can instead vote one last time in their old jurisdiction in Michigan. [See example](#). Voters will be given these notices when they register at Secretary of State offices and a similar notice appears when voters registered online. QVF is programmed to generate this notice for mail-in registrants. [See example](#). We strongly urge clerks to use phone numbers and e-mail addresses, if available, to notify registrants of the requirements to re-register in person, in addition to mailing the notice.

## Postings

### ***What Presidential Primary expenses does the state reimburse?***

Answer: Review the [Presidential Primary Reimbursement Guidelines and Worksheet](#) document for full details.

Have a question you'd like to see in the Question of the Week? Send it to [Elections@Michigan.gov](mailto:Elections@Michigan.gov).

### Helpful Links





In addition to maintaining 8 hours the weekend before the election for issuance of absent voter ballots (which can be offered in any combination of Saturday and/or Sunday hours), clerks must enter this information in the QVF (see reminder to the right for Presidential Primary information).

Local jurisdictions may also approve additional locations and hours for the issuance of absent voter ballots and for voter registration. These hours would be above and beyond your regular hours and the required 8 hours over the Saturday and/or Sunday prior to Election Day. If a jurisdiction elects to exercise this option, it must also be entered in the QVF. Those additional locations must allow challengers in the same manner that one would on Election Day.

### **Election Day Process Changes**

Election inspectors will need to understand what happens when a voter registers on Election Day or is not found on the pollbook on Election Day.

For voters not found on the registration list on Election Day, the new and most likely scenario an election inspector will encounter is a voter who has registered on Election Day with the local clerk. (All voters that register prior to 4 p.m. on Monday will be on the list). The voter should have a receipt ([see example](#)) that will provide the election inspector with instructions on how to add the voter to the Unlisted tab in the ePollbook, and then issue a Regular or Challenged ballot depending on what residency verification the voter provided to the local clerk. The “Challenged” process in this scenario is to use the “Challenged Ballot” button and identify the ballot by writing and concealing the ballot number on the ballot. No other documentation is required. The Challenged ballot is put in the tabulator, not an envelope.

But election inspectors will also need to know when they should send the voter to another precinct, issue a regular ballot (for example, if the voter has a registration receipt from the Secretary of State), issue a provisional ballot (affidavit or envelope), or send the voter to the clerk to update their registration. We’ve charted these options out on [page 7 of Chapter 11 of the Election Officials’ Manual](#). We anticipate the provisional **Envelope** process will become virtually obsolete, as the voter may now cast their ballot by registering with the local clerk. There may be an occasional scenario where issuing a provisional **Affidavit** ballot is more efficient for the voter than going to the clerk’s office.



Lastly, while we also anticipate voters will rarely go to their old precinct one last time when they move, the process is still available if they do. A voter who moves within the jurisdiction would just fill out a change of address form and be issued a regular ballot. A voter who moved out of the jurisdiction can vote one last time if the move was within 60 days of the election but should be directed to their new clerk to register if the move was more than 60 days prior.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).

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Michigan Bureau of Elections

# News Update

for Election Administrators

January 21, 2020

## Are you ready?

Many clerks have told us they use the [post-election audit checklist](#) to prepare for an election. It's a great way to make sure you've covered all of your bases well before audit selection. Some items on the checklist are abbreviated. Review the [Post-Election Audit Manual](#) for full details.



## Proposal 18-3 Reminders - Absentee Balloting

This article is the second in a series of three reviewing the changes to elections from the passage of Proposal 18-3 and legislation enacted in late 2018. In April 2019, BOE released a Proposal 18-3 online course that covers the changes. All election administrators were required to complete the training. This course can be retaken at any time and can be found in the [eLearning Center](#).



### Absentee Balloting

Voters no longer need to provide a reason to vote an AV ballot. This means any registered voter may request an AV ballot simply by submitting a signed request (application or note) to their local clerk.

Time frames for issuing ballots were also changed. Key times to note:

- **Last Day to Issue an AV by Mail** –The deadline for voters to request an absent voter ballot by First-Class mail is the Friday prior to the election at 5 p.m. Clerks must honor requests received by that time and mail ballots to voters. If the clerk does not maintain regular

### IN THIS ISSUE

- Are you ready?
- Proposal 18-3 Reminders - Absentee Balloting
- QVF Refresh Update
- Military/Overseas AV Delivery Requirement is Saturday
- Help Desk Available Saturday
- EPB Practice & Education Day
- BOE Question of the Week

### QVF Refresh Update

QVF Release for  
January 10, 2020



**Voting History.** Adjusted voting history grid to place ballot types in proper order.

**Electronic Pollbook (EPB).** Added the EPB export in the reports section titled "EPB Export" in addition to its usual location under Elections, Electronic Pollbook.

### AV Details.

- Added the ability to mark ballots as undeliverable or invalid without selecting ballot type.
- Ensured that the ballot type selection sticks between voters unless the user makes another selection.

office hours, arrangements must be made to check incoming mail and email to ensure requests are honored.

- **AV Emergency Time Frame** – The time frame in which voters may request emergency AV ballots now runs from 5 p.m. on the Friday prior to the election through 4 p.m. on Election Day.
- **Weekend Hours** – The local clerk's office is required to be open at least 8 hours on the weekend prior to an election. These hours can be offered in any combination of Saturday and/or Sunday hours. Those times must be determined, posted, and entered in to QVF at least 30 days prior to the election.
- **Election Day** – a clerk or deputized staff member must be available from 7 a.m. to 8 p.m. in the clerk's office to register voters and issue absentee ballots.
- Ballots issued on Election Day must be delivered to the precinct or AVCB for processing as soon as possible after the polls close.

As noted last week, voters may register up until and including Election Day with their local clerk. Those same registrants can request an absentee ballot at the time of registration. Important points:

- Clerks must keep some AV ballots for each precinct at their office for issuance on Election Day.
- Same-day registrants have the option to vote an AV ballot in the clerk's office or vote in their precinct on Election Day. Registrants should be advised of poll closing times.
- Because voters can now register up to and including Election Day, there is an increased possibility that a voter who has been issued an AV ballot in one jurisdiction will move to a new jurisdiction in between applying for the ballot and Election Day, and apply to vote in the new jurisdiction instead. Election administrators must be cognizant of these scenarios and understand whether the ballot in the old jurisdiction or the new one will count. The Canceled/Rejected/ Moved Out

### **Military/ Overseas AV Delivery Requirement is Saturday**



**IMPORTANT REMINDER:** If you have received one or more ballot requests from military or overseas protected voters since November 6, 2019, **ballots MUST be** emailed, faxed or postal mailed by Saturday, **January 25**, via the voter's preferred method. If regular ballots are NOT available to be mailed by Saturday, the "MOVE ballot" in QVF Refresh must be printed and mailed instead.

Refer to the [QVF Presidential Primary Addendum](#) for instructions on entering ballot selection in QVF and how to handle situations where military overseas voters do not indicate a party preference.

Electronic ballots are available now.

You can obtain the electronic ballot by entering the application in the voter's record in QVF Refresh. Full instructions can be found on [page 6 of the Military and Overseas Voters Manual for Election Administrators](#).

Be sure to proof electronic ballots before sending to ensure their accuracy.

### **Military and Overseas Voter Compliance Report**

The MOVE Compliance Report **has a new home within the QVF Refresh software**. Jurisdictions will be prompted with a new screen, once the delivery requirement has begun for the upcoming election. All users will receive the survey pop-up when they login, but the survey can be submitted only once per jurisdiction. The survey

Ballot List Report in QVF helps election administrators monitor these moves. See [page 13 of Chapter 6 of the Election Officials' Manual](#) for a chart covering these scenarios.

- AV and precinct ballots of those who register in days 0-14 and do not provide residency verification via a DL/PID must be issued as a challenged ballot. QVF will also have a new report to help election administrators monitor these challenges for AV ballots. See [page 13 of Chapter 2 of the Election Officials' Manual](#) for determining the ballot type. Remember, QVF will keep track!

### Spoiling AV Ballots

After issuance, an AV voter must request a new AV ballot in writing. For those who have already returned their AV ballot, these requests must be made no later than 2 p.m. the Saturday prior to the election to send the ballot by mail (this is later than the regular deadline for requesting an AV ballot by mail) or in-person by 4 p.m. the day prior to the election. There is no remedy for this situation on Election Day – the voter's original AV ballot will be accepted. This scenario is most often seen during Presidential Primaries. If you have many voters asking to spoil their ballot, you may need to order more before Election Day to ensure you have enough ballots in your polling place(s).

If the voter has not returned or received the AV ballot, the voter must also request a new ballot in writing. This is true even when the post office has simply not delivered the ballot. The time frames for this request are the same as above; however, the voter may also go to the precinct on Election Day and complete the [Affidavit of Lost or Destroyed AV Ballot](#) or surrender the original ballot to vote a regular ballot. More information on this process can be found on [page 8-9 of Chapter 6 of the Election Officials Manual](#).

### Permanent Absent Voter Ballot Application Lists

Any voter may request to be placed on a permanent absent voter ballot application list, meaning that the voter will receive an AV ballot APPLICATION prior to each election. Voters must ask to be placed on the permanent list. You may not send AV ballot applications to voters who have not requested them, but you may advertise the permanent AV ballot

pop-up will appear upon each login until a response has been submitted from the jurisdiction. To respond at a later time, or if someone else from the office will respond, simply close the pop-up to dismiss the report. **A response is due** by Tuesday, January 28.

To make this reporting process more efficient, the ballot sent dates recorded in QVF will be used to report ballots sent on time and ballots sent after the 45-day deadline. Once you confirm the total military and overseas voters count in the QVF, we will report the required information to the US Department of Justice.

If the count of UOCAVA voters found in QVF matches the total applications received by the MOVE Ballot deadline, then you can respond by checking "YES".

Review your UOCAVA voters in the QVF for accuracy. As a reminder, voters shouldn't be marked in this manner unless an application was submitted by the voter after November 6, 2019, for the 2020 calendar year.

For more information and full instructions, please review the [Military and Overseas Voters Manual for Election Administrators](#).

### Help Desk Available Saturday



The QVF Help Desk will be available from 9 a.m. to 2 p.m. Saturday, January 25, 2020, to support those local clerks who are printing or downloading electronic MOVE ballots and processing the transaction in QVF to meet the military and overseas voter Saturday delivery requirement for the Presidential Primary.

application list, including via a mailing. We strongly recommend that you use a permanent AV ballot application list. It allows clerks to manage AV ballots for repeat-requesters earlier in the process, and gives voters more time to complete their ballots.

If you do NOT maintain a permanent AV ballot application list and you receive a request from a voter to be placed on that list (including by checking the box on the AV ballot application or the voter registration form), you should notify the applicant that you do not maintain a permanent AV ballot application list and the voter will have to request an AV ballot application for each election.

### Use QVF in Real Time

As stated last week, the requirement of using QVF in real time has never been more important. The system guides you through these processes. When a voter has requested an AV ballot from you and then registers in another jurisdiction, or vice-versa, you'll receive a notification of outstanding AV ballots. In the scenario where a voter has returned a ballot to you, that voter will be required to write to you to cancel that ballot so the voter can vote in the new jurisdiction.

### Ballot Availability

Ballots must be available to all voters by the 40th day prior to the election in addition to military and overseas voters by the 45th day before the election. Although there already was a statutory requirement that county clerks deliver AV ballots to local clerks by the 45th day before the election, BOE knows that, in practice, some counties have not delivered ballots by the statutory 45-day deadline, or even by 40 days before the election.

This practice must change, as delivering ballots after the 40th day will result in a violation of the state Constitution.

If you need assistance, please don't hesitate to call 800-310-5697 and leave a voicemail. Your call will be returned ASAP.

### EPB Practice & Education Day



Mark your calendars for Thursday, February 6. The QVF Help Desk staff will provide EPB webinar instruction. Staff will dedicate the day to answering your questions as you practice and prepare your EPB for Election Day.

The agenda for the day includes:

- QVF Refresh EPB – How to Run an Efficient Precinct with the ePollbook
- QVF Refresh EPB for the Presidential Primary
- EPB Practice Scenarios
- Lots of staff available to answer your EPB specific needs

To participate in a webinar, you must sign up to get the login information. Seating is limited. To sign up, login to the [eLearning Center](#) and select your preferred webinar(s). Consider hosting an EPB Practice Day event by inviting your fellow clerks and/or staff to all view the webinar as group to allow for more attendees on the line and encourage collaborative learning.

### BOE Question of the Week:

*Does the Bureau of Elections have a marketing poster for the Michigan Voter Information Center?*



Answer: Yes and it's been updated! The [Michigan Voter Information Center poster](#) has an updated QR Code. If you already have it displayed for voter use, please update as necessary.

Have a question you'd like to see in the Question of the Week? Send it to [Elections@Michigan.gov](mailto:Elections@Michigan.gov).

#### Helpful Links



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Michigan Bureau of Elections

# News Update

for Election Administrators

January 13, 2020

## Proposal 18-3 Reminders and Voter Registration



This article is the first in a series of three reviewing the changes to elections from the passage of Proposal 18-3 and legislation enacted in late 2018. In April 2019 BOE released a Proposal 18-3 online course that covers the changes. All election administrators were required to complete the training. This course can be retaken at any time and can be found in the eLearning Center.

### Automatic Voter Registration

In September 2019, the Secretary of State implemented "automatic voter registration" as required by the state constitution. When eligible citizens who are not already registered to vote complete a driver's license or state identification card transaction, they are automatically registered to vote unless they affirmatively decline. Automatic voter registration has also been implemented for online Secretary of State transactions and will be added to mail transactions later this year.

This process replaced the previous "motor voter" system in which applicants filled out the branch office voter registration application form number ED-74, also known as the "blue and white." That form is now a receipt (without signature lines) and you will continue to receive a copy when voters are registered at a Secretary of State's office.. When you receive a branch receipt, you need to simply do the following:

1. Verify the voter is in QVF
2. Enter the voter in to QVF if they are not
3. Print a mastercard
4. Print and send a voter information card

### IN THIS ISSUE

- Proposal 18-3 Reminders and Voter Registration
- Satellite Offices
- QVF Refresh Update
- March Presidential Primary Military and Overseas Delivery Requirement
- QVF Presidential Primary AV App Backside
- May Election Filing Deadlines
- Voter Participation Center Mailing
- BOE Closed Monday
- BOE Question of the Week

### QVF Refresh Update



### QVF Release for January 3, 2020

- **Inbox.** No longer provides an EPB Export as other messaging applies elsewhere in the software.
- **AV Details.** Provided the ability to select a Ballot Type and have it stick until changed.



If you believe you have received an ED-74 in error, please contact BOE immediately.

### Close of Registration

The deadline to register to vote in person, by mail, or online is 15 days prior to an election. Voters may also register in person with their local clerk within 14 days of an election, up to and including Election Day. A voter registering in the final 14 days, including Election Day, will need to show proof of residency in addition to proof of identity (or an ID that proves both). A chart showing the types of proof of residency and identity is available on [page 13 of Chapter 2 of the Election Officials' Manual](#).

NOTE: Only voters registering in the final 14 days must show proof of residency while registering.

Because a voter may register on Election Day, the clerk or a deputized staff member (not an election inspector) must be available for voter registration services at the clerk's office all of Election Day. QVF has been changed so when you select Clerk's Office as the registration location in the final 14 days, the system will know to ask you what type of identity and residency verification the voter provided. This will also determine if the voter receives a regular or challenged ballot and display the information in the EPB on the voter's registration receipt. See [Chapter 2 of the QVF Refresh Manual](#).

### Other Related Registration Changes

- Voters who register in the last 14 days at any location other than a clerk's office will be provided a notice that the voter must register in person with the new clerk in order to vote in the new location, or otherwise can vote in the old location for the upcoming election. This notice will be given to voters who register at Secretary of State branch offices, voter registration agencies, county clerk offices, and online. (When users visit the online voter registration site within 14 days of an election, they will also receive this notice before they register).. The local clerk will send a notice (generated by QVF) to those who register by mail. View a sample in the eLearning Center.
- When a voter who did register at another location appears in person at the local clerk's office, the clerk does not need to re-enter the voter in to the system. Simply pull up the voter's record, select Clerk's Office as the Registration Location, select

- **AV Scan.** Allow the ability to see the ballot types even when Auto OK is not turned on.



### March Presidential Primary Military/ Overseas Delivery Requirement

Start preparing for the March Presidential Primary military and overseas voter delivery requirement. Any military or overseas voter who has sent you an application for a ballot since November 5, 2019, must be sent a ballot by January 25.

### QVF



### Presidential Primary AV App Backside

The dual Presidential Primary absent voter ballot application is different than the regular application. The pre-printed backside has been updated in QVF accordingly. When printing backsides, select Pres Primary App-Back in the Pre Print Report module. Instructions can be found in the [QVF Presidential Primary Addendum](#).

### May Election Filing Deadlines



The following filing deadlines for the May election are approaching:

the correct of Residency Verification Option, and Save.

- The Must Vote in Person (MVIP) requirement for voters who register by mail their first time in Michigan no longer applies. Please note, this does NOT eliminate the state and federal ID requirement for first time voters who register by mail.
- The law now defines receipt of a mail-in registration form without a postmark as received on time if it is received by the 8th day prior to the election and dated at least 15 days prior to the election.
- Any challenged status given to a voter who registered within 14 days of an election will be removed after election day, regardless of whether they voted or not.

## Satellite Offices

The passage of Proposal 18-3 provided clerks with the authority to establish additional locations to issue absent voter ballots. These additional locations, which can also be used for voter registration up to and including on Election Day, are commonly referred to as satellite offices.



You may want to consider utilizing a satellite office, in addition to the clerk's office, to provide an alternative for voters who have limited access to transportation (such as providing a satellite office on campus for college students), if your jurisdiction covers a large geographical area (for example, if voters in rural areas would otherwise have to travel a very long distance to the clerk's office), or if your regular office is not conducive to issuing absent voter ballots (such as your home or a building without internet access). If you establish one or more satellite locations, there are a few things you need to consider. For each satellite office:

- Every ballot style for your jurisdiction must be available at each satellite office. Employing a VAT programmed to accept all ballot styles in the jurisdiction (where possible) will ensure voting is available and accessible to all voters.

**Candidates for District Library Board** on the May ballot must file an Affidavit of Identity and petitions or a \$100 filing fee by 4 p.m. Jan 18.

**Candidates for City offices** on the May ballot must file an Affidavit of Identity and petitions (or a filing fee if allowed by charter) by 4 p.m. Jan. 21.

## Voter



## Participation Center Mailing

The Bureau of Elections has received word that the Voter Participation Center (VPC) and Center for Voter Information (CVI) will once again be mailing voter registration forms to possible unregistered voters across the state. When applicants return completed forms to the BOE, we will sort them and send them to the appropriate local clerk.

Other than the approval of the voter registration form, the BOE doesn't have any other connection to this project.

If voters have questions regarding how these organizations obtained their nonregistration or registration information, direct them to VPC via email [info@voterparticipation.org](mailto:info@voterparticipation.org) or telephone: 877-255-6750 or CVI's website. The VPC logo seen above may help you when communicating with your voters.

- You must have secure access to QVF, so that you may register voters and issue absent voter ballots.
- In the 14-day period prior to the election, you will need a printer to print receipts for voter registration transactions.
- There must be at least one voting station where voters can mark their ballot in private.
- At least 30 days before an election, you must post and enter into QVF the location and hours each satellite office will be open.

It is permissible to establish a satellite office in a polling location. However, it must not be staffed by a precinct inspector or an elected official whose name is on the ballot. If the satellite office must be in the same room as the precinct(s), it must be distinct, have clear signage distinguishing between the satellite office and the precinct, and not impede the flow of voters. If you have more than one polling location, you should consider the needs of your electorate to determine where the satellite office would best be located. You may also establish satellite offices in multiple polling locations.

Please note that if you will be at a different location than your office for the purpose of registering voters only - not for issuing absent voter ballots, then you don't need to establish a satellite office to do so. However, if you are using our online registration tool or QVF, it is important to make sure you have a secure connection. Keep in mind that if you're registering voters within 14 days of an election, you need secure access to QVF to register voters for the upcoming election.

## Be on Alert for Cyberattacks



In recent days, the U.S. Department of Homeland Security (DHS) has issued several threat bulletins advising of increased risk of cyberattacks. Although we know of no specific, credible threat at this time, we urge local election officials to remain on alert. Think carefully before visiting any sites that are not work-related and be on the lookout for phishing emails. Potential signs of a phishing email include:

**BOE  
Closed**



**Monday**

The Bureau of Elections is closed Monday in observance of Martin Luther King, Jr. Day.

**BOE  
Question  
of the  
Week:**

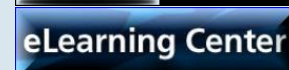


***What if the voter didn't select an election on the March Presidential Primary dual AV application but selected a ballot type?***

Answer: Issue the voter a ballot for the Presidential Primary and follow up with the voter to confirm they wished to receive a ballot for the Presidential Primary only.

Have a question you'd like to see in the Question of the Week? Send it to [Elections@Michigan.gov](mailto:Elections@Michigan.gov).

## Helpful Links



- **Generic greeting** – Phishing emails are often sent out in bulk and use generic greetings or no greeting at all.
- **Fake URL** – If an email contains a link that appears safe, always check to make sure by hovering your mouse cursor over the link to see the address.
- **Requesting personal information** – Most businesses will not request personal information through email.
- **Sense of urgency** – Attackers often convey a sense of urgency and may reference a deadline. For example, “click the link below and provide your username and password within 2 days or your account will be deactivated.”
- **Poor grammar and spelling** – Be cautious of emails containing multiple grammar and spelling errors.

If you receive a suspicious email, do **not** click on anything in the message.

Questions? Please contact the Bureau of Elections at 1-800-292-5973 or [elections@michigan.gov](mailto:elections@michigan.gov).

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Michigan Bureau of Elections

# News Update

for Election Administrators

January 6, 2020

## Presidential Primary Series

2020

The following is the fourth in a series of articles regarding the March 10, 2020, Presidential Primary.

### *Official Candidate Listing*

The Official Candidate Listing was sent to county clerks on Dec. 27 and includes the candidates who are qualified to appear on the Democratic Party and Republican Party Presidential Primary ballots. Our [Online Candidate Listing](#) has been updated and converted to *official*, and the QVF Ballot Admin module has been enabled and is available for use. This is the official candidate listing and, despite formal announcements of withdrawal by candidates, the ballots will be printed with these names.

### *Test Deck Chart of Predetermined Results*

Promulgated Rule defines the testing process of voting equipment. While there is not a specific set of rules just for the Presidential Primary election, the rules for Special Proposal and Non-Partisan elections can be applied for the ballots and programming used to conduct the Presidential Primary.

As most ballots will be identical across the state, the Bureau of Elections has created the relevant [Charts of Predetermined Results for election administrators](#).

Things to note:

- Three charts are available - Presidential Primary only, Presidential Primary with a Proposal, Proposal only (for the third set of ballots)
- The Presidential Primary portion is one chart - use the first six positions (four candidates, the uncommitted, and write-in positions) for the

### IN THIS ISSUE

- Presidential Primary Series
- Are You Ready Technically for the 2020 Election Cycle?
- QVF Refresh Update
- Permanent Absentee Voter Change During 2019
- BOE Question of the Week

#### QVF Refresh Update



QVF Release for December 20, 2019

#### Electronic Pollbook (EPB).

- Download for the Presidential Primary is now available.
- Ballot Summary with Ballot Types (D, R, L) accessible from the EPB Ballot Setup tab in QVF.
- EPB name suffix now shows in the application.
- Voting History upload error now includes precinct code.

**Presidential Primary Preferences.** Ballot Number Lockout Type and

Republican ballot and all positions for the Democratic ballot

- Mark one ballot and run it through the tabulator the number of times indicated (example, ballot 8 is marked once for candidate #3 and run through the tabulator 5 times) or create that same number of individual ballots for that candidate (example, create five ballot 8's marked for candidate #3)

### ***EPB/QVF Addendums***

As a reminder, the BOE website has a [Presidential Primary Section](#) that includes additional helpful information, including the [Application to Vote](#) and [AV Ballot Application](#) forms required for use with the Presidential Primary and [March 10, 2020 Presidential Primary Dates and Deadlines](#).

Addendums to the [QVF](#) and [EPB](#) procedure manuals are also available via the eLearning Center, and are specific for use with the Presidential Primary.

### **Are You Ready Technically for 2020 Election Cycle?**



It's time to take technical inventory to make certain you are ready for the 2020 election cycle. Listed below is a checklist of vital tasks to perform to ready yourself for the upcoming elections.

- All QVF and EPB computers must be upgraded to Windows 10. **The deadline to complete the upgrade is Jan. 14, 2020.**
- Update and patch antivirus software for QVF and EPB computers on a regular basis.
- Every user should log into QVF to ensure that their username and password is active as many users were recently deactivated for 60 or more days of inactivity (per user agreement). Users who become deactivated must take **QVF Basic User Training** found in eLearning.
- Plan ahead for temporary staff access by communicating with Bureau of Elections staff at [QVFHelpDesk@michigan.gov](mailto:QVFHelpDesk@michigan.gov) to gain access for

Auto Increment for the March 10, 2020, Presidential Primary default to "None" in AV Details when this date is selected.

**Election Inspector.** Now shows precinct code in inspector work history.



### **Permanent Absentee Voter Change During 2019**

The Bureau of Elections has created the [2019 Permanent AV List Change map](#) to depict Permanent Absentee Voter Changes during the 2019 calendar year by county. You will note that some counties did experience a slight loss in their permanent AV voters, but the real news is that many counties experienced a gain in the numbers. Gains in permanent AV voters are to be expected based on recent changes in law. We will continue to monitor these trends and ask you to be mindful of these numbers and use the map as a general guide to help you administer the 2020 election cycle.

### **BOE Question of the Week:**



**Can Census data be collected at the polling place?**

Answer: People soliciting the collection of census data must do so 100 feet away from the polling place entrance. Items provided by



the time period needed. Minimally, **QVF Basic User Training** is required with the completion of a user agreement. This training is found in eLearning.

- Regularly log into QVF at least once every 60 days to ensure that your QVF account remains active and you are not at risk of becoming deactivated.
- Communicate to QVFHelpDesk@michigan.gov any time an employee is no longer employed by you or no longer requires QVF access.

Crossing all the steps above off your list will go a long way towards preparing you for all elections in 2020.

the Census Bureau or the State Complete Count Committee may be posted or displayed in a polling place as long as they do not include the name of any elected official on the ballot.

Have a question you'd like to see in the Question of the Week? Send it to [Elections@Michigan.gov](mailto:Elections@Michigan.gov).

#### Helpful Links



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